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# COMPOSITION

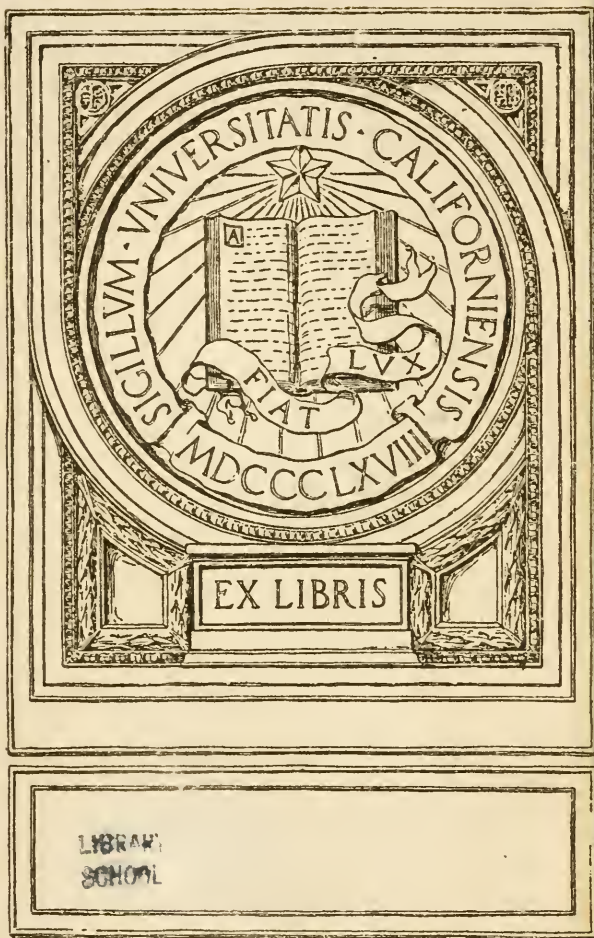


A HANDBOOK  
FOR PRINTERS



BY F. J. TREZISE





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**IMPOSITION**  
**A HANDBOOK**  
**FOR PRINTERS**





# IMPOSITION

## A HANDBOOK FOR PRINTERS

By F. J. TREZISE, Instructor in  
Job Composition, Inland Printer  
Technical School



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## Introduction.

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Experience in The Inland Printer Technical School has shown the necessity for a clearer and more simple presentation of the fundamental principles underlying the subject of imposition than has heretofore been available. What is needed by the great majority of printers is not a system of numerous diagrams for eighteen, twenty, thirty-six and forty-page forms and others of this kind that are but rarely used, but a thorough explanation of the forms that may be termed as regular, both for hand and machine folding.

In this work the chief aim has been to bring the subject down to the basis of the beginner. To this end, more attention has been given to the smaller forms than is usually the case, and numerous diagrams are presented in the hope that they may materially aid in making the text more clear.

The forms for folding machines are gathered together in one department, separate from the forms for hand folding. This is done in order to avoid confusion.

No attempt has been made to revolutionize present methods of imposition or present ideas hitherto unknown. Other treatises on the subject have covered the ground thoroughly, but often in a manner confusing to the beginner. It is to present the fundamental principles of this subject in a clear and perhaps new manner that this work is undertaken.

F. J. T.



## List of Illustrations and Diagrams.

---

	Page
Envelope corner card locked up for platen press . . . . .	1
Method of locking up small forms for cylinder press . . . . .	2
Position of quoins:	
Showing a poor position . . . . .	3
Showing a proper position . . . . .	4
Showing quoins turned the wrong way . . . . .	4
Use of large blocks instead of small pieces of furniture . . . . .	5
Determining margins where pages are of equal size . . . . .	5
Determining margins where pages are of unequal size . . . . .	6
Method of finding center of page . . . . .	7
Determining margins where pages are locked up the long way . . . . .	7
Four-page forms:	
Ordinary four-page form . . . . .	9
Long four-page form . . . . .	9
Long four-page form imposed from center . . . . .	10
Form of four broad pages . . . . .	10
Four-page cover form . . . . .	12
Illustrating difference between work-and-turn and tumble forms . . . . .	11
Relative positions of first, last and middle pages . . . . .	14
Eight-page forms:	
Folded sheet printed from an eight-page form, showing necessity for margin for trim . . . . .	15
Ordinary eight-page form . . . . .	16
Long eight-page form . . . . .	17
Form of eight broad pages . . . . .	18
Eight pages to bind at head and open from you . . . . .	19

# List of Illustrations and Diagrams.

Continued.

	Page
Ascertaining pages for inside and outside sections . . . . .	18
Proper position of tables and cuts running lengthwise of page . . . . .	20
Proper position of type pages on paper . . . . .	21
Locking up color forms for register . . . . .	22
Folder forms:	
Eight-page folder . . . . .	23
Folder with map on inside . . . . .	24
Eight-page folder, two-on . . . . .	25
Twelve-page forms:	
Twelve-page form to be folded as an eight and a four and inserted . . . . .	26
Twelve-page form to be folded as one section . . . . .	26
Form of twelve broad pages . . . . .	27
Sectional furniture . . . . .	29
Steel base to fit bed of press . . . . .	29
Sixteen-page forms:	
Ordinary sixteen-page form . . . . .	30
Sixteen-page form imposed from center . . . . .	32
Long sixteen-page form . . . . .	33
Form of sixteen broad pages . . . . .	33
Sixteen-page form to bind at head and open from you . . . . .	34
Individual lock-up for each page . . . . .	35
Determining margins where pages are not centered . . . . .	36
Eighteen-page forms:	
Ordinary eighteen-page form . . . . .	37
Form of eighteen broad pages . . . . .	37
Twenty-page forms:	
Ordinary twenty-page form . . . . .	38
Form of twenty broad pages . . . . .	39
Twenty-four-page forms:	
Ordinary twenty-four-page form . . . . .	39
Form of twenty-four deep pages . . . . .	40
Form of twenty-four broad pages . . . . .	40

## List of Illustrations and Diagrams.

Continued.

	Page
Thirty-two-page forms:	
Ordinary thirty-two-page form . . . . .	41
Form of thirty-two broad pages . . . . .	42
Diagram of folded sheet printed from form of thirty-two broad pages . . . . .	43
Thirty-six-page form . . . . .	44
Method of lining up press proof . . . . .	46
Method of lining up pages in a form . . . . .	47

---

## Forms for Folding Machines.

### Dexter Single Marginal Book Folder:

Eight-page form . . . . .	50
Twelve-page form . . . . .	51
Sixteen-page form . . . . .	51
Twenty-four-page form . . . . .	52
Thirty-two-page form . . . . .	52
Thirty-two-pages, two-on . . . . .	53

### Dexter Newspaper and Periodical Folder:

Eight-page form . . . . .	50
Twelve-page form . . . . .	54
Sixteen-page form . . . . .	55
Twenty-four-page form . . . . .	56
Thirty-two-page form . . . . .	56
Parallel sixteens, two-on . . . . .	57
Parallel twenty-fours, two-on . . . . .	58
Parallel thirty-twos, two-on . . . . .	59

### Dexter Double Sixteen and Double Thirty-two Book Folder:

Two continuous sixteens . . . . .	60
Duplicate sixteens . . . . .	60
Two continuous sixteens to insert . . . . .	61
Two continuous thirty-twos . . . . .	63

# List of Illustrations and Diagrams.

## Continued.

	Page
Dexter Quadruple Sixteen and Double Thirty-two Book Folder:	
Four continuous sixteens . . . . .	64
Four duplicate sixteens . . . . .	65
Duplicate thirty-twos . . . . .	66
Two continuous thirty-twos . . . . .	67
Chambers New Drop-Roll Jobber No. 440:	
Eight-page form . . . . .	69
Sixteen-page form . . . . .	30
Thirty-two-page form . . . . .	69
Sixteen pages, two-on . . . . .	70
Thirty-two pages, two-on . . . . .	71
Chambers Double Sixteen Folder:	
Two continuous sixteens . . . . .	60
Duplicate sixteens . . . . .	60
Two continuous sixteens to insert . . . . .	61
Chambers Quadruple Sixteen Folder:	
Four duplicate sixteens . . . . .	72
Brown Double Sixteen Book Folder:	
Two continuous sixteens . . . . .	60
Duplicate sixteens . . . . .	60
Two continuous sixteens to insert . . . . .	61
Brown New Model Jobber:	
Eight-page form . . . . .	50
Sixteen-page form . . . . .	55
Twenty-four-page form . . . . .	56
Thirty-two-page form . . . . .	56

# Imposition.

## Forms for Platen Press.

In order to commence at the bottom and work our way upward, we will first consider the form for the platen press. Ordinarily, these forms are placed in the center of the chase, but in some cases convenience in feeding requires a deviation from this rule. The envelope corner-card is one of these exceptions, and as it is constantly used the correct method of locking it up is shown in Fig. 1. In cases where the envelopes are opened before printing the form is thrown the same

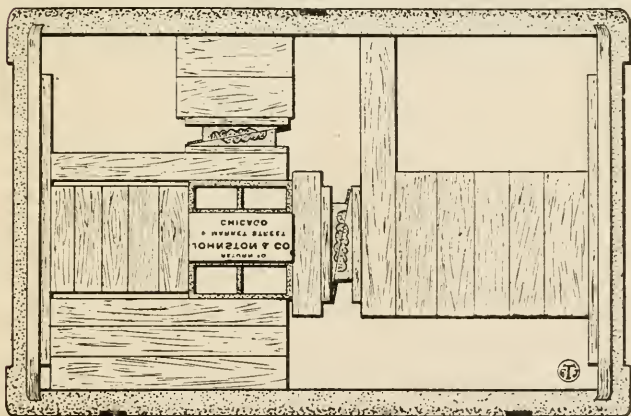


FIG. 1.— Showing envelope corner card locked up for platen press.



distance out of center, but toward the top and right, instead of the bottom and left. The type-matter is, of course, turned around. The type-high roller-bearers should be used in forms for platen presses, as shown in the diagram.

As the customary method of feeding the platen press is

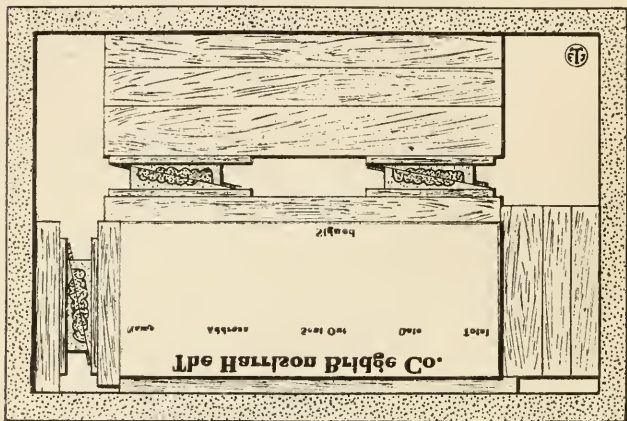


FIG. 2.—Method of locking up small forms—headings, etc.—for cylinder press.

toward the bottom and left, it naturally follows that in order to place the solid side of our form to the guides we must place the quoins at the right-hand side and at the top. The cylinder press being fed in the opposite direction, the side quoins, in forms in which no crossbar is used, must be placed at the opposite side of the chase. Fig 2 shows the proper position of the quoins for a cylinder form of this kind. In this diagram it will be noticed that the furniture runs around the type-page. This prevents any possibility of the furniture binding in any place.

Fig. 3 shows an improper placing of the quoins. As will be noticed, there are eight pieces of furniture between the quoins and the chase on one side of the quoins, while on the

other side there is but one piece. The more pieces of furniture we lay side by side on the stone the more liability there is of "spring" — raising of furniture from the stone — and the placing of the quoins in this position gives all the lia-

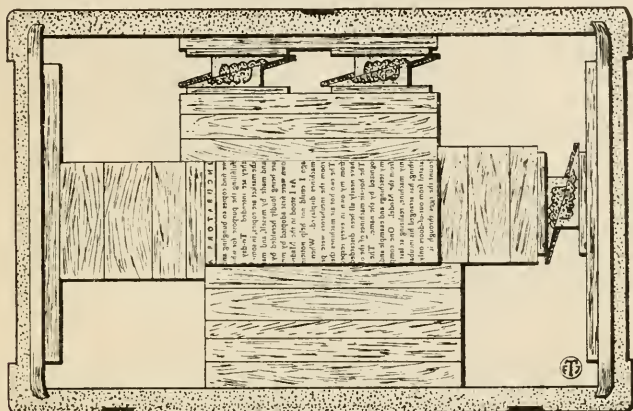


FIG. 3.—Showing quoins in a poor position. They should be closer to the center of the chase in order to avoid "spring." The wedges of the quoins should not slip past each other so far, as it does not give pressure the whole length of the quoin.

bility of "spring" on one side of the quoin with none on the other. Fig. 4 is a better arrangement.

In this connection it is well to remember that the fewest possible pieces of furniture should be used. A "spongy" form is often the result of the use of too much narrow furniture. Care should be taken to lock the quoins in such manner that they do not move on each other more than the distance from the point of the quoin to the beginning of the corrugations. This distributes the pressure along nearly all the surface of the quoin. The wrong manner is shown in Fig. 3. They will hold much better if locked as shown in Fig. 4.

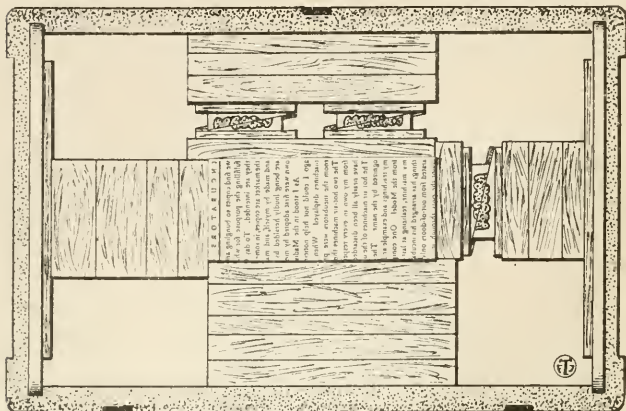


FIG. 4.— This lock-up gives a more solid form than Fig. 3.

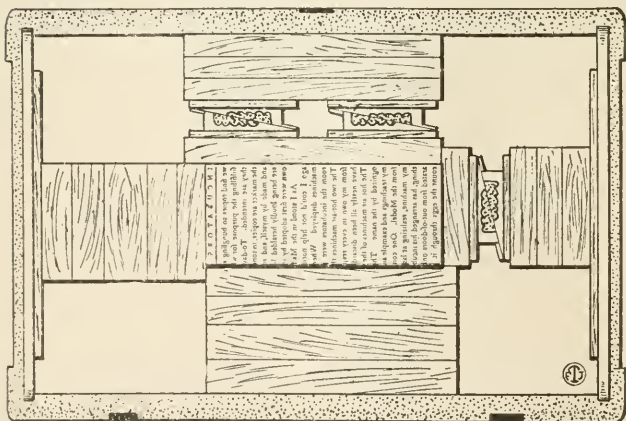


FIG. 5.— A poor lock-up. The inner wedges of the quoins should point toward the solid corner of the form.

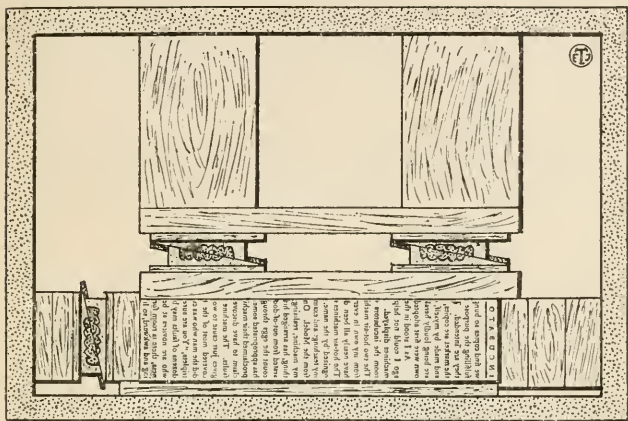


FIG. 6.— Showing use of large blocks rather than narrow pieces of furniture.

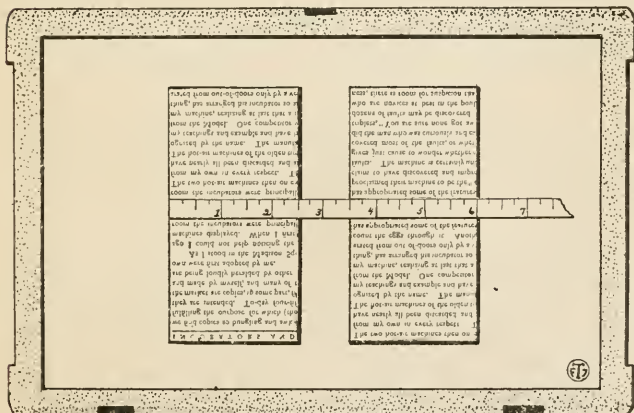


FIG. 7.— Method of determining margins when pages are of equal size.

A reglet should always be placed on each side of the quoin for the protection of the furniture. Quoins are liable to slip when placed close to the metal chase. A reglet or strip of cardboard should be placed between the quoins and chase to prevent this.

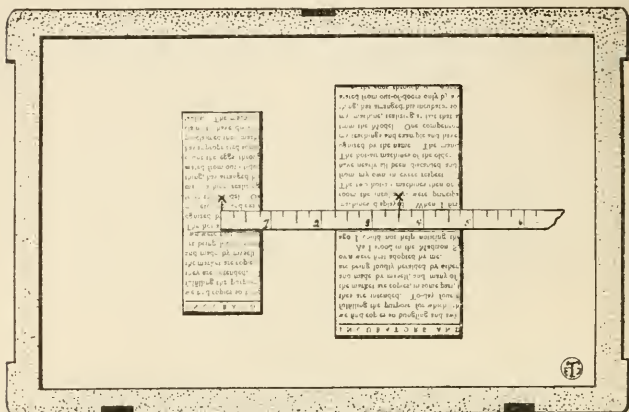


FIG. 8.—Method of determining margins when pages are unequal in size.

The inner wedge of the quoin, or side nearest the form, should always point toward the solid corner of the form. In cases where a crossbar is used it should point toward the crossbar. Fig 5 shows an instance in which the quoins are turned the wrong way. In locking up a form in this manner the tightening of the quoins would throw the type matter away from, instead of into, the solid corner of the chase. Then, too, the locking up of the end quoin would throw the strain against the side quoins and vice versa.

In locking up headings or other narrow forms in large chases use blocks rather than narrow furniture. See Fig. 6.

We will now take up the question of locking up a two-page form. As an example, an envelope slip to be printed on both sides will do nicely. We will suppose that the stock is 614

by 7 inches and the completed slip is to be  $3\frac{1}{2}$  by  $6\frac{1}{4}$  inches in size. The type-page measures 15 by 31 picas. In this we come to the most difficult part of stonework — the making of margins. The stock being twice the size of the complete job, we will print both pages at once, turn the sheet over and print the same pages on the other side, the turning of the

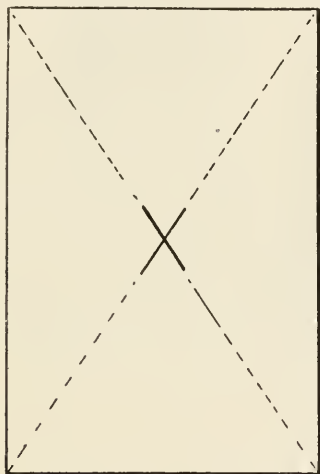


FIG. 9.— Showing quickest method of finding center of page.

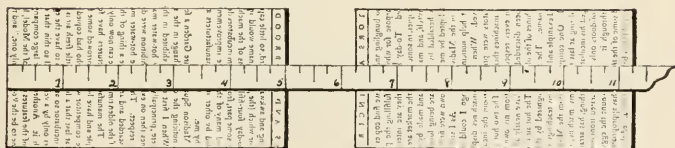


FIG. 10.— Determining margins when pages are locked up the long way.



sheet causing one page to print on the back of the other. When the sheet is cut in two we have two complete copies. Where the type-pages are of equal size the margins are determined as shown in Fig. 7. Thus, if we measure  $3\frac{1}{2}$  inches, or the width of the completed slip, from the edge of one page to the corresponding edge of the other, they will be properly spaced, and the filling in of this space between the pages with furniture will complete the making of the margins. In case the pages are of unequal width, they may be measured as in Fig. 8,  $3\frac{1}{2}$  inches from the center of one page to the center of the other. Probably the quickest method of finding the center of the page is that shown in Fig. 9. The center of any rectangular shape can be instantly found in this manner. Lay a straight-edge from corner to corner diagonally across the page and make a short chalk mark in the center. Repeat, with the straight-edge at the other corner, and the chalk lines will intersect at the exact center of the page.

No trim is necessary in this form, as the cut through the center after the form is worked and turned is all that is needed. In case the stock on hand for this job should be long scraps, say  $3\frac{1}{2}$  by  $12\frac{1}{2}$  inches, the form would be made up (with the heads together) as in Fig. 10. In this case we would measure  $6\frac{1}{4}$  inches from the bottom of one page to the top of the other.

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## Four-page Forms.

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In the four-page form we come to the question of inside and outside sections. All regular forms of four pages and upward consist of an inside and an outside section. In some cases both sections are locked up together and printed work-and-turn and then cut. In a work-and-turn form, no matter what size, the two halves of the form, provided they are kept intact as halves, may be transposed, or placed one at the end of the other. They must, however, be placed in such position



that when the sheet is turned page 2 will back up page 1, etc. This is the method by which the "long" forms are made up, and is shown plainly in the different ways of imposing a four-page form. The ordinary diagram for this form is as

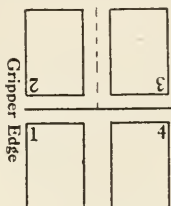


FIG. 11.— Ordinary method of imposing four-page form.

shown in Fig 11. In this and the following diagrams of imposition the solid line between the pages shows where the sheet is cut in two after working and turning, while the dotted line represents the first fold. As a usual thing the consideration of margin for trim does not enter into the

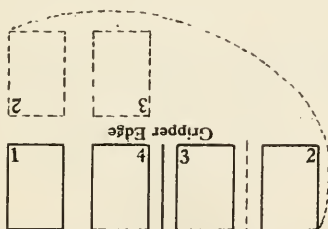


FIG. 12.— Showing change from the ordinary to the "long" four-page form.

making up of a four-page form, unless, of course, it be a cover or part of a larger work. But the ordinary four-page slip or circular does not require trimming after folding. We

will take as an example for this form a four-page envelope slip, size of each page to be  $3\frac{1}{2}$  by  $6\frac{1}{4}$ . The stock would necessarily be 7 by  $12\frac{1}{2}$  inches, or larger. By measuring  $3\frac{1}{2}$  inches from the outside or folio side of page 1 to the inside or back of page 4, and  $6\frac{1}{4}$  inches from the bottom

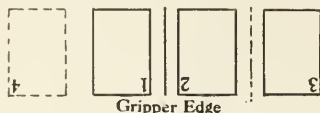


FIG. 13.—Imposed from the center on account of page 4 being blank.

of page 2 to the top of page 1, the proper margins are established.

What is known as the “long” four-page form, made necessary in some cases through the stock being in a long, narrow strip, is evolved from the ordinary four-page form as shown in Fig. 12. In this diagram the curved dotted line shows the manner in which one of the sections of the ordinary four-page form is turned around in order to make the long form.

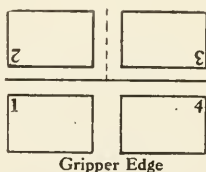


FIG. 14.—Form of four broad pages.

This same process applies to the eight-page and sixteen-page forms. In making the margins for this form we would measure  $3\frac{1}{2}$  inches from the outside of page 1 to the inside of page 4, 7 inches from the outside of page 1 to the outside of

page 3, and  $10\frac{1}{2}$  inches from the outside of page 1 to the inside of page 2. Thus we see that when worked and turned and cut in two the results are the same whether we use the ordinary form or the long form. Where page 4 is blank it is sometimes more convenient to transpose the two halves of

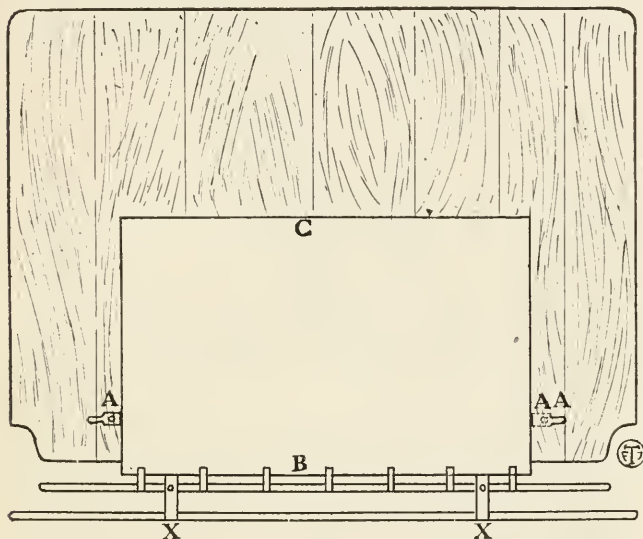


FIG. 15.—Illustrating difference between work-and-turn and tumble forms.

the long four-page form. This saves making up a blank page or allowing space for it, and also takes a smaller space for the type-form. The form in this case would be imposed as shown in Fig. 13.

Fig. 14 shows what is known as the broad four-page form. This is what is known as a "tumble" form.

The difference between a work-and-turn form and a tumble

form is shown in Fig. 15. A form which contains all the pages of a signature and which, when printed on both sides of the sheet, from the same type, the sheet being turned the long way for the second printing, gives two complete copies when the sheet is cut in two, is a work-and-turn form. A tumble form is a form which necessitates the sheet being turned the short way. A reference to Fig. 15. In the diagram XX represents the bottom guides and A represents the side guide. On a work-and-turn form the sheet is first fed

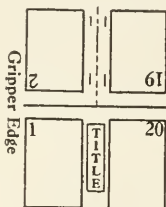


FIG. 16.—Four-page cover form.

in in this position and printed. The sheet is then turned over, keeping the edge B toward the bottom guides and placing the side guide in the position marked AA. This gives an absolutely perfect register. For a tumble form the sheet is fed the same as the work-and-turn form for the first printing, but for the second printing the guides remain the same and the sheet is turned so that the edge marked C is next to the bottom guides. Stock should be trimmed square before printing a tumble form.

Cover forms usually come under the head of four-page forms. The four pages would be placed in the same order as in Fig. 11. If the book is saddle-stitched — composed of one or more signatures inserted one in the other and stitched through the center — the margin for the cover is determined in the same manner as in Fig. 11. If it is a side-stitched book — signatures placed one on the other and stitched

through the side — the back margin must be increased as much as the combined thickness of the signatures comprising the book. Rules should be placed between the second and third pages, as shown in Fig. 16, to act as guides in folding. The extra margin, or space equaling the thickness of the book, should be placed between these rules. In case there is to be lettering on the back of the book it should be placed between the first and fourth pages. (Fig. 16.)

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### Points to Remember.

On the diagrams of imposition herewith the gripper edges are marked. The nippers (or grippers) are the steel fingers which clamp the sheet to the cylinder and hold it firmly while the impression is being made. The sheets are fed to this gripper edge and consequently, no matter how much the stock may vary in size, the margin on this edge is always the same. The gripper edge corresponds to the edge marked B in Fig. 15. On ordinary forms the lowest folio is next to the gripper edge.

In locking up cylinder forms in which no crossbar is used from two to four picas should be placed between the chase and the type at the nipper edge. See Fig. 6.

Always see that a form is square before sending it to press. A steel square should be part of the equipment of every composing-room.

On all ordinary forms the sum of the folios of any two pages which lie with their backs together will equal one more than the total number of pages in the form. This applies to forms commencing with page 1. Thus in a four-page form the sum of 4 and 1, the folios of two of the pages which lie with their backs together, equal 5, one more than the number of pages in the form. The same thing is true of 2 and 3.

On four, eight, sixteen and thirty-two page forms the two center pages of the same signature will always be head to

head with the first and last pages. The first and last pages always lie with their backs together. See Fig. 17.

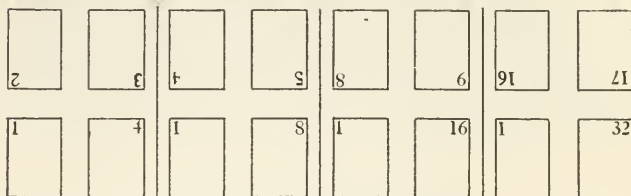


FIG. 17.—Illustrating the relative positions of the first, last and middle pages in the four, eight, sixteen and thirty-two-page forms.

## Eight-page Forms.

We will next take up the eight-page form. In this form we are confronted by a new problem—that of margin for trim. This was unnecessary in the two and four-page forms, the cutting in two of the printed sheets completing the job on the two-page forms and one fold after cutting completing the four-page forms. But the eight-page form, requiring two folds after cutting, leaves us with a signature as shown in Fig 18. These folds at the tops of the pages must be cut and the four leaves will vary at the sides and bottom to some extent. This is remedied by the trim, for which margin must be allowed. The question of where to place the extra margin for trim is often a confusing one to the beginner. Probably the most simple method of fixing this firmly in the mind is to remember that the open book shows only two pages and these pages lie with their backs together. This consideration of the open book will at once show that each two pages in a form which lie with their backs together must be taken as a unit and extra margin for trim must be

placed on all sides of each of these units. The amount of margin to be allowed for this trim is in most cases governed by the size of the stock, and as a general thing the paper is ordered in such sizes that the form can be made up to the full size of the stock without making the margins unreasonable.

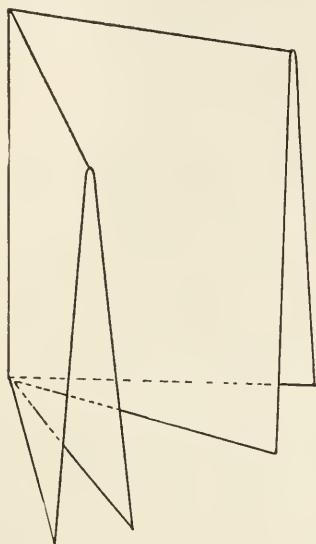


FIG. 18.—Folded sheet printed from an eight-page form, showing necessity for margin for trim.

ably wide. Take, for instance, an eight-page, 6 by 9-inch, circular, printed on a half-sheet of 25 by 38-inch stock, or 19 by 25 inches. The size of the type-page we will suppose to be 24 by 42 picas. The ordinary imposition for this form would be as shown in Fig. 19.

In work of this class the pages are usually centered all around and consequently we would, with pages of equal size,



measure 6 inches from the front or folio side of page 1 to the back of page 8. This necessitates a placing of 12 picas between the pages, the page itself being 24 picas wide. This establishes the back margin for the form, and this amount should be placed between each two pages which lie with their backs together — in this case between 1 and 8, 4 and 5, 6 and 3, and 7 and 2. The necessity for trim margin around each of these units of two pages shows us that we must

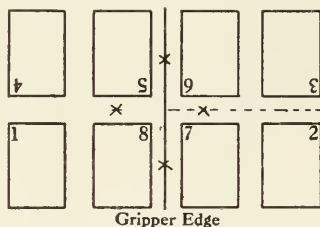


FIG. 19.— Ordinary eight-page form X shows position of additional margin for trim.

allow in this form a trim in the margins marked X. The amount of extra space to be placed here varies with the size of the stock. It is determined, however, by measuring a distance of half of the length of the stock — in this case  $12\frac{1}{2}$  inches — from the front of page 1 to the front of page 7. This would leave 15 picas to be placed between pages 7 and 8 and pages 5 and 6. In making up these margins it may be easier for the beginner to put the back margin first ascertained — in this case 12 picas — between all of the pages in the form and afterward add the extra margin for trim. In that event it would simply be necessary to add 3 picas extra between pages 7 and 8 and 5 and 6. The margin between the heads is found in the same manner, by measuring a distance equal to half of the stock —  $9\frac{1}{2}$  inches — from the foot of page 1 to the head of page 4. This, owing to the size of the stock, necessitates an addition of 3 picas.

Fig 20 shows what is known as the long eight-page form, to be used when necessary to make a form fit a certain long shape of stock. Frequently stock is on hand which will not fit an ordinary form but which may be used to advantage

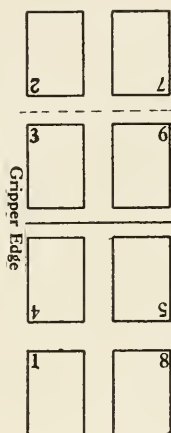


FIG. 20.— Long eight-page form.

on a form of this shape. When worked and turned and cut in two the result is the same as if run from an ordinary form. This form is evolved from the ordinary eight-page form in the manner shown in Fig. 12, simply a turning of one section. These long forms are also useful when it is necessary to run jobs two-on, two long fours making a form of the same shape as the ordinary eight, two long eights making a form of the same shape as the ordinary sixteen, etc.

The imposition for a form of eight broad pages is shown in Fig. 21.

The forms shown in Figs. 19, 20 and 21 may be imposed "from the inside." This consists in merely transposing the two sections, taking care, of course, to keep them in such

position that when turned the long way of the paper page 1 will back page 2. In cases where the low-folio pages contain very little matter it is often desirable to impose the forms in this manner, as it not only places the heavy full pages on the outside of the form, but enables the pressman to more readily place the form in its proper position on the sheet.

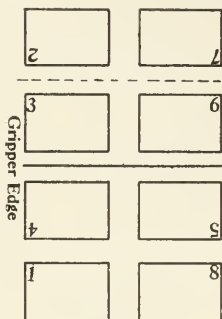


FIG. 21.—Form of eight broad pages.

All regular forms consist of two sections, known as inside and outside sections. Where it is necessary, through danger of offset or otherwise, to allow the stock to dry before backing it up, the sections may be printed separately on a half-sheet of stock, one section backing the other, instead of working the whole form and turning it on a full sheet. This is designated as printing "sheetwise." The heavy line which divides the diagrams and shows where the sheet is cut after printing in a work-and-turn form also shows the division

1 ~~2~~ ~~3~~ 4 5 ~~6~~ ~~7~~ 8 9 10 ~~11~~ 12 13 ~~14~~ ~~15~~ 16

FIG. 22.—Method of ascertaining pages for inside and outside sections by cancellation.

between the inside and outside sections. The ordinary method of ascertaining the proper pages for the sections of a form is by cancellation, as shown in Fig. 22. The canceled figures represent the pages for the inside section, while the others belong to the outside section. Thus we see that by starting with page 1 and then skipping each alternate two pages until the last page is reached, we have the proper pages for the outside section. For the inside section, we skip the first page and use each alternate two pages until the form is completed.

Fig. 23 shows a form of eight pages to be bound at the head and opened from you. In a form of this kind the head margins are the "backs" or binding margins while the margins lengthwise of the pages are trim margins.

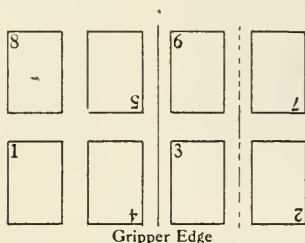


FIG. 23.—Form of eight pages to bind at head and open from you.

### Points to Remember.

In running a form in two sections — sheetwise — be sure to have the low folio in each section next to the gripper edge.

The question of the position of cuts and tabular matter running lengthwise of the page is often confusing and frequently leads to differences of opinion. Fig. 24 shows the proper position of cuts and tables of this kind. The head of the cut or table should be toward the outer margin on the

pages of even folio and toward the back or binding margin on pages of odd folio.

The position of the type-page on the paper is a matter of much discussion. In pamphlets, circulars, etc., this question does not ordinarily come up, as the pages are usually cen-

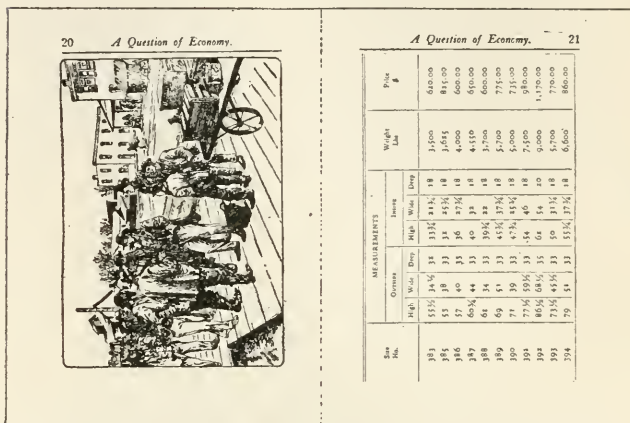


FIG. 24.—Showing proper position of tables and cuts running lengthwise of page.

tered. In booklets, bookwork, etc., the double page should be treated as a unit and the back margin should be less. Probably the most satisfactory method of solving this problem is shown in Fig. 25. The problem in this case is a type-page 21 by 35 picas on a page of paper 6 by 9 inches. The paper for each page being 36 picas wide and the type 21 picas wide, this leaves us with 15 picas for the front and back margins. To apply to this the most commonly accepted proportions — those of 2 to 3 — we will divide those 15 picas into fifths, giving 2-5, or 6 picas, to the back margin and 3-5, or 9 picas, to the front margin. The head and foot margins are found in the same manner.

The proper method of locking up a color form in which it may be necessary to move each page — either twisting it or moving it up and down or to one side — is shown in Fig 26. It will be noticed that, instead of long pieces of wood furniture, short pieces of metal furniture are used, two at the

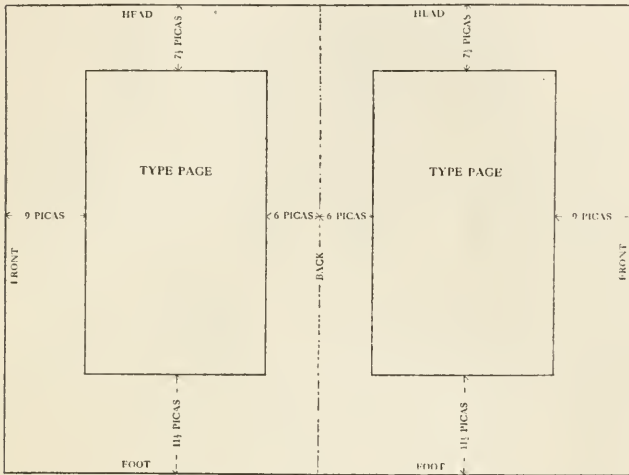


FIG. 25.— Showing proper position of type-pages on paper.

long side and one at the short side or head of each page. A pica of the margin should be in small pieces to facilitate moving. In other words, if the margin were to be six picas we would put in a five-pica piece of furniture, a nonpareil slug, two leads and two point leads or cardboards. This method of locking up allows us to move each page readily and if necessary to twist one or more pages without trouble, the single piece of furniture in the head or short side of the page acting as a pivot upon which the page turns. In three-color printing the heaviest or key form — usually the blue — is locked up first, placed in proper position on the stock and

- a few sheets printed. These are called trial or register sheets. The form is then taken off the press and replaced by the yellow form, which by the aid of the trial sheets, is registered into the blue form, made ready and the run completed. This is followed in the same manner by the red; lastly, the blue

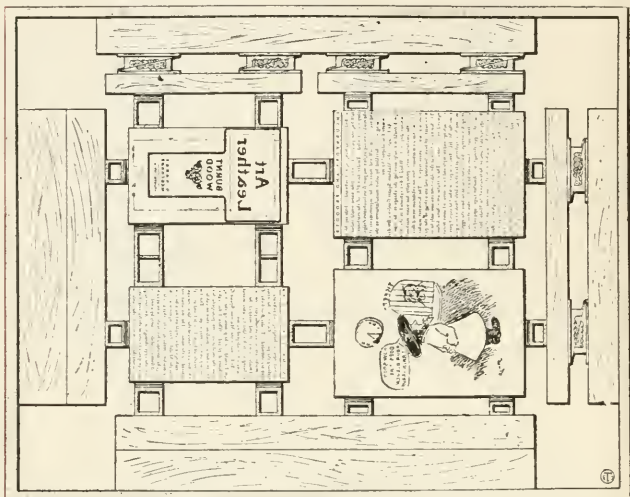


FIG. 26.— This method of locking up color forms facilitates registering.

is again put on the press, made ready and printed. In some cases, by the use of transparent inks, the key form is printed first and followed by the other colors. In locking up forms consisting entirely of electrotypes, even though absolute register is unnecessary, this method of using metal in preference to wood furniture is the better, as there is less liability of any of the furniture "working up." In registering colorwork on the press it is well to make a chalk mark across the quoins before unlocking the form so that the same pressure



may be given them when relocked. After a form has been registered it is the custom in many offices to unlock one quoin at a time and place a piece of cardboard between the two wedges of the quoin. This prevents the quoin from slipping. In other offices a buckshot is driven between the corrugations.

## Folder Forms.

The imposition for the regular folder forms is practically the same in all cases, no matter what number of pages the folder contains. Folders are not, as a usual thing, trimmed after printing and therefore the margins should be equal throughout the form. As these forms are tumble forms, the stock should be squared up before printing.

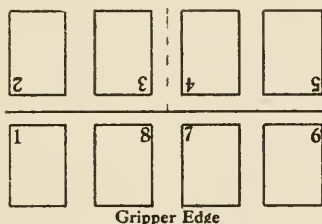


FIG. 27.— Imposition for an eight-page folder.

Fig. 27 shows the imposition for an eight-page folder and will serve to illustrate the others. Commencing at the left of the upper row with page 2, the pages continue in rotation, with half of the total number of pages in the upper row. Page 1 is placed at the left of the lower row of pages. The positions of pages 1 and 2 are the same no matter what number of pages the form contains.

In case there is to be a map or illustration on the back of

the folder the type-pages may be printed on one side of the sheet and backed up by the map or both may be worked together. In making up a form of this kind the type-pages constitute one section and the map the other. The relation of the map section to the other as imposed would depend on the shape of the stock. It could be placed either at the top or side of the type matter, as shown in Figs. 28a and 28b.

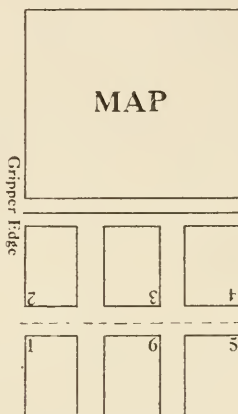


FIG. 28-a.—Folder form with map on inside.

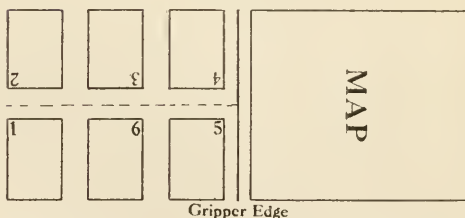


FIG. 28-b.—Imposition of same folder for stock of a different shape.

After printing, the sheet would be cut as shown and then folded with the type-pages on the outside.

For printing folders two-on the imposition would be as shown in Fig. 29. One section would consist of two rows of type-pages, each commencing with page 1, and the other section would consist of two rows each commencing with page 2.

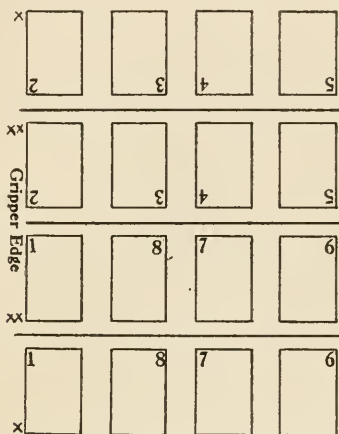


FIG. 29.— Imposition for eight-page folder, two-on.

Probably the most simple method of remembering this is to consider it as the splitting apart of one folder and placing another one between the two halves, X representing one folder and XX the other. This system of doubling up can be applied to other forms of two sections.

## Twelve-page Forms.

The twelve-page form is ordinarily made up as shown in Fig. 30. The form is simply a long four, consisting of pages 1, 2, 11 and 12, and an ordinary eight, consisting of pages

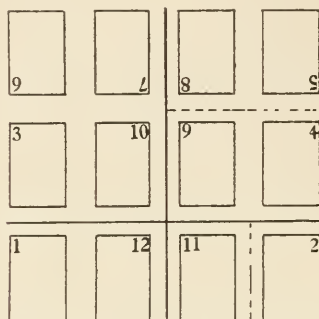


FIG. 30.—Twelve-page form to be folded as an eight and a four and inserted.

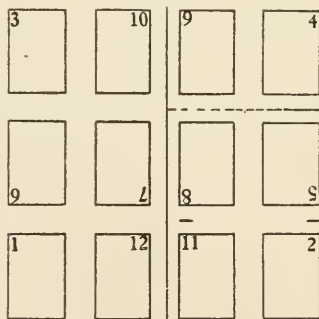


FIG. 31.—Twelve-page form to be folded as one section.

3 to 10 inclusive. These are folded separately and the eight-page section inserted into the other. In this connection it is well to remember that it is easier for the binder to insert the heavy section into the lighter one than vice versa. The twelve-page imposition which brings the eight-page section on the outside of the four-page section should not be used.

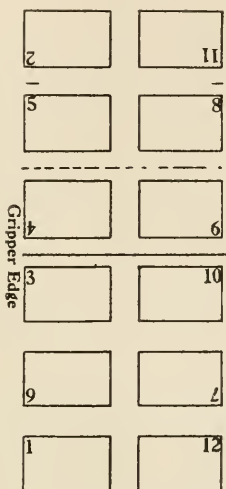


FIG. 32.—Form of twelve broad pages.

In case we desire to fold the sheet in a twelve-page section instead of an eight and a four and inserting, the imposition would be as shown in Fig. 31. As will be readily seen, the only difference between this form and that shown in Fig. 30 is that the two upper rows of pages are transposed, pages 3, 10, 9 and 4 being placed above pages 6, 7, 8 and 5. Two short pieces of rule should be placed in the center of the head margin between pages 11 and 2 and 8 and 5, as shown

in the diagram. These are to be used as guides by the folder in making the first fold.

Fig. 32 shows the broad twelve-page form, to be folded as one section. This also shows the guide-rules between pages 11 and 2 and 8 and 5.

---

### Points to Remember.

The stoneman should know, in inches, the untrimmed size of the paper he is to use. The standard sizes of book paper run from 22 by 32 inches to 38 by 50 inches. The terms quarto, octavo, etc., do not mean much in the ordinary printing-office and the use of these terms only confuses the beginner. For instance, octavo would mean that each signature was to contain eight leaves or sixteen pages, but would give no indication of the size, as the stock may be of any of the numerous sizes between those mentioned above.

Foundry forms — forms to be electrotyped — should have type-high bearers on all sides, should be accurately squared up and the corner diagonally opposite the “square” corner should be left open to facilitate handling.

When a crossbar is used in the chase care should be taken in locking up the form to apply the pressure evenly on both sides in order to prevent it from springing. Especially should this be noticed when registering a form on the press, as with the crossbar crooked it is almost impossible to register the form.

Fig. 33 shows an inside section and a register hook from a set of metal sectional furniture. This furniture is now in general use and has to a great extent supplanted the “patent” blocks, which are made of mahogany in regular sizes, such as 6 by 9, 9 by 12, etc., and equipped with hooks at one side and the bottom for clamping the electrotypes on the base. These sectional blocks are used with unmounted, beveled electrotypes, and can be made up to any size required. The sections containing the hooks are placed around the pages in

the same manner that the furniture is placed in Fig. 26, to allow the same facility in registering color plates, etc.

Fig. 34 shows a steel block made to fit the press. As will be noticed, this block has diagonal grooves in which the register hooks that hold the plates are shifted in order to effect a perfect register.

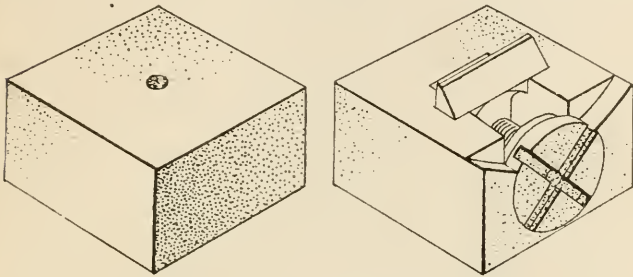


FIG. 33.—Showing inside section and register hook of metal sectional furniture.

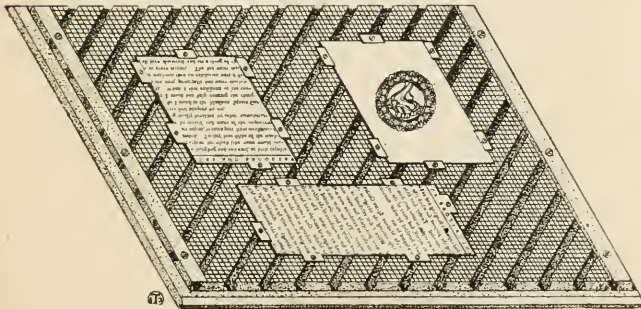


FIG. 34.—Showing steel base made to fit bed of press.

## Sixteen-page Forms.

In Fig. 35 we have the ordinary sixteen-page form. This may be worked and turned on the heavy line, giving two complete signatures, or may be printed sheetwise — one section or eight pages on one side of the sheet, to be backed up by the other section on the other side of the sheet. The

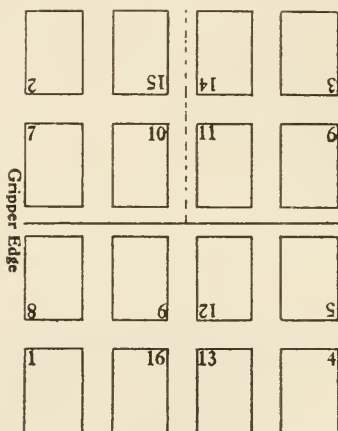


FIG. 35.— Ordinary sixteen-page form.

latter method would, of course, require a sheet only half the size of that necessary for a work-and-turn form. In printing this sheetwise the pages for the outside section are determined as shown in Fig. 22. In this connection it is interesting to note that the pages in the outside section of an eight-page form follow in the same order as those of a work-and-turn four-page form, the outside section of a sixteen follows the same order as an eight, and the outside section of a



thirty-two follows the order of a sixteen. Bearing this in mind will assist the beginner, for with an understanding of the method of ascertaining the pages for the outside section of a form and a knowledge of the imposition for a four-page form the others may be easily worked out. For example,

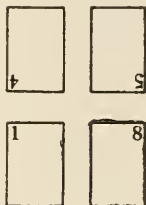


FIG. 36.—Showing outside section of an eight in same order as a four.

we ascertain by cancellation that pages 1, 4, 5 and 8 are the pages of the outside section of an eight-page form. We impose these in the order of a four-page form (Fig. 36.) By

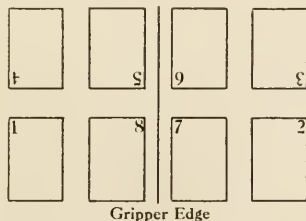


FIG. 37.—Showing the inside and outside sections of an eight-page form.

placing the balance of the pages — 2, 3, 6 and 7 — in such position that when the sheet is turned they will “back up” the proper pages, in other words, so that page 2 will be on

the back of page 1, page 4 on the back of page 3, etc., we will have the eight-page form (Fig. 37). The same method may be continued in the sixteen and thirty-two-page forms.

Fig. 38 shows a sixteen-page form imposed from the inside. This is sometimes necessary in forms of cuts in order to avoid contact with the crossbar. This form is simply the ordinary sixteen page form shown in Fig. 35 with each four-page section turned toward the center.

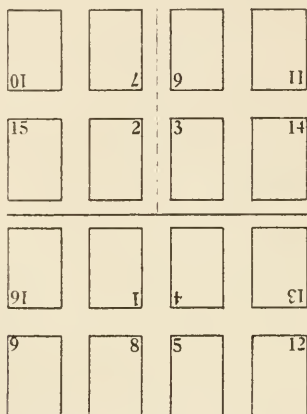


FIG. 38.— Sixteen-page form imposed from the center.

Fig. 39 shows the imposition for the long sixteen. As will be readily seen, this simply consists of placing the inner section at the side of the outer section instead of at the top. Fig. 12 shows the manner in which it is evolved from the form shown in Fig. 35.

The broad sixteen-page form is shown in Fig. 40.

Fig. 41 shows a form of sixteen pages to be bound at the head and opened from you. In a form of this kind the head margins are the "backs" or binding margins, while the margins lengthwise of the pages are trim-margins.

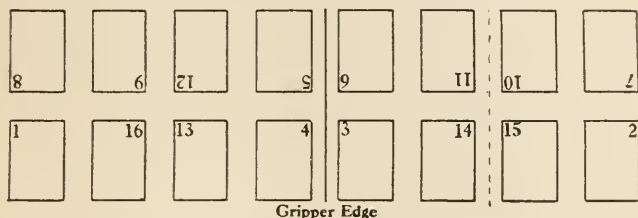


FIG. 39.—The long sixteen-page form.

Printers of the old school locked up their forms with continuous pieces of furniture across the heads of several pages, and also down the sides. This frequently resulted in parts of the form working up and caused much trouble. By locking up forms as shown in Fig. 42 much of this trouble is eliminated. As will be readily seen, each page is locked up individually and without regard to the others. Where pages are very small, it is sometimes necessary to use furniture at the bottom or sides long enough to cover two pages, but at the heads and backs of the pages short pieces should always be used.

To many printers the making up of a form of unequal mar-

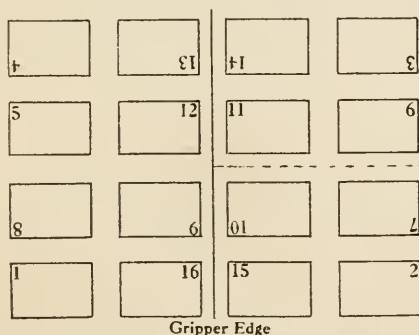


FIG. 40.—Form of sixteen broad pages.

gins is a great source of trouble. We will take this matter up in the hope of making it more clear. Let us suppose that we have a sixteen-page form to lock up, the specifications for which are as follows: — (Fig. 43.).

Stock, 25 by 38 inches.

Size of trimmed page, 6 by 9 inches.

Size of type-page, 24 by 39 picas.

Back margin to be  $\frac{3}{4}$  inch, head margin 1 inch, front margin  $1\frac{1}{4}$  inches and foot margin  $1\frac{1}{2}$  inches.

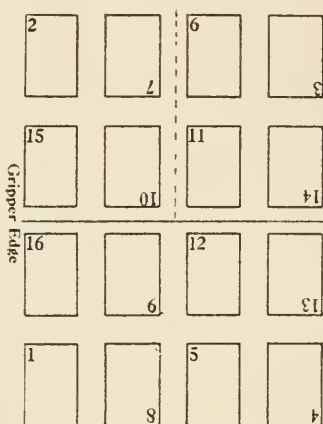


FIG. 41. Sixteen-page form to be bound at head and open from you.

We will readily see that in the head margin we must put twice the head margin for each page, or 2 inches, plus the amount allowed for trim. This amount to be allowed for trim is found in this case as follows: The total length of the four pages being 4 times 9 or 36 inches, this leaves us with two inches to allow for trim, the stock being 38 inches long. There being four places in which we must place the extra margin (the two ends counting as one, as together they

require the same margin as between two pages), we will divide the two inches up equally and allow  $\frac{1}{2}$  inch to each place. This gives us  $2\frac{1}{2}$  inches in the head margins, as shown between pages 1 and 8. We then measure one-half of the length of the stock—in this case 19 inches—from the bottom of page 1 to the bottom of page 7. This gives us the margins lengthwise of the form. The back margins

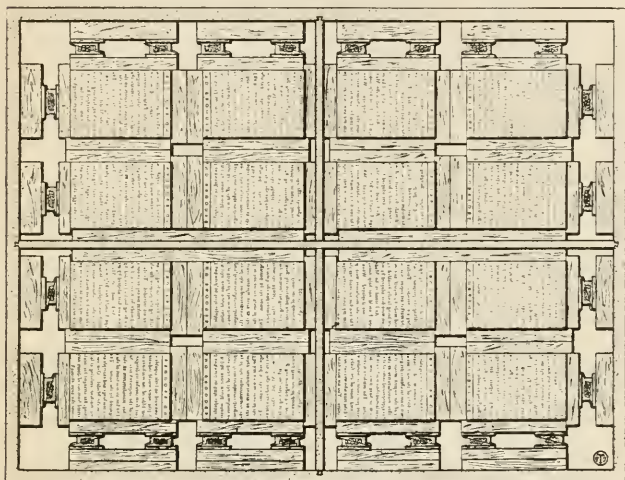


FIG. 42.—Showing individual lock-up for each page.

are more easily determined. Placing twice the amount specified for the back margin of each page (twice  $\frac{3}{4}$  or  $1\frac{1}{2}$  inches) between pages 1 and 16, and measuring a distance of one-half of the width of the stock ( $12\frac{1}{2}$  inches) from the outer edge of page 1 to the outer edge of page 13, determines the front and back margins. To state it briefly: when making up forms of unequal margins place twice the amount specified, plus the trim allowed, in the heads, twice the mar-

gin specified in the backs and then measure as you would for a form of margins of equal size, allowing half of the stock to each half of the form. The amount to be allowed for trim may vary according to usage in different offices, but this in no manner affects the method of ascertaining the margins.

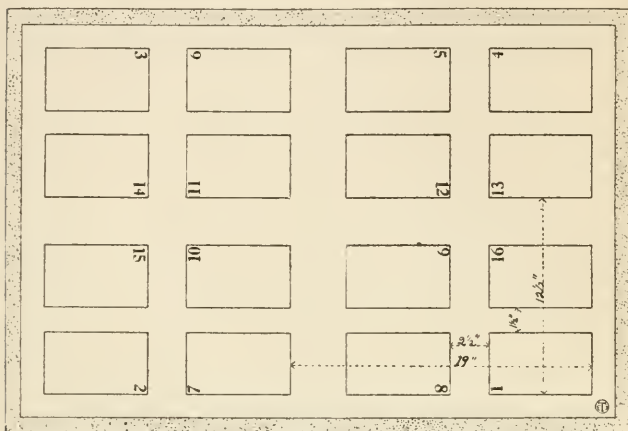


FIG. 43.— Method of determining margins where type is not printed in center of page.

## Eighteen-page Forms.

Fig. 44 shows what is probably the best imposition for the eighteen-page form. This is very seldom used, as it necessitates side-stitching.

In Fig. 45 is shown the form for eighteen broad pages. This is also an imposition for a side-stitching signature. Eighteen-page forms are not frequently used.

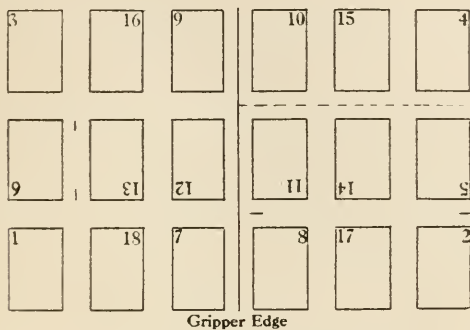


FIG. 44.— Eighteen-page form.

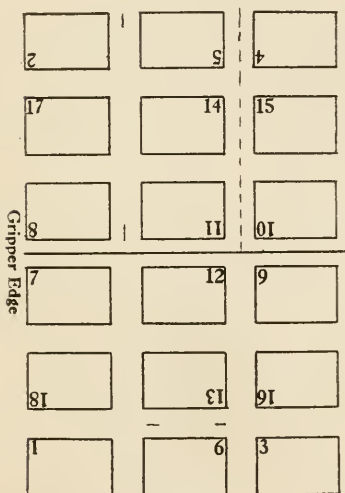


FIG. 45.— Form of eighteen broad pages.

## Twenty-page Forms.

Fig. 46 is the usual method of imposing a twenty-page form. It prints as a twelve and an eight, to be folded separately and the twelve inserted into the eight.

Fig. 47, the broad twenty, is also a combination of eight pages and a twelve-page insert. The twenty-page form, like the eighteen, is seldom used.

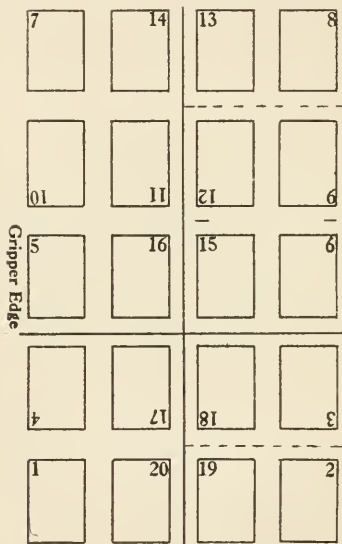


FIG. 46.— Twenty-page form.



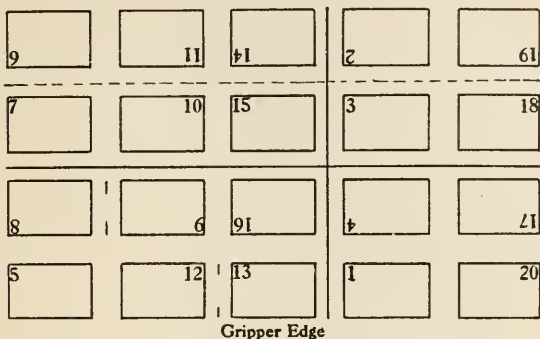


FIG. 47.—Form of twenty broad pages.

## Twenty-four-page Forms.

Fig. 48 shows what is probably the best imposition for the twenty-four page form when it is desired to fold all the pages in one section.

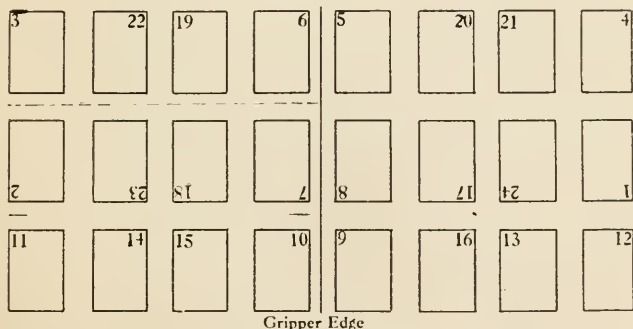


FIG. 48.—Form of twenty-four pages to be folded as one section.

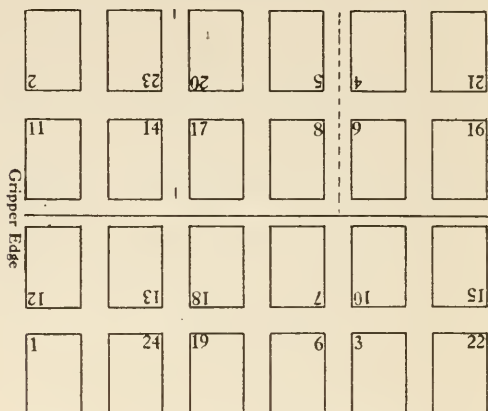


FIG. 49.—Form of twenty-four deep pages.

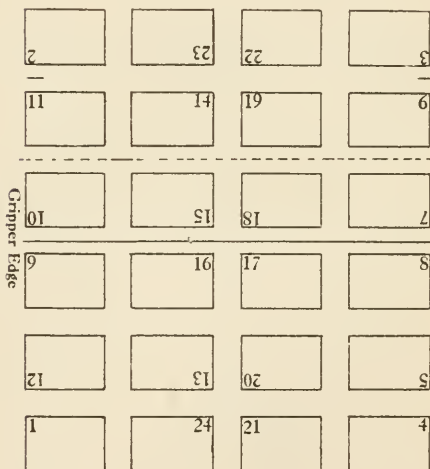


FIG. 50.—Form of twenty-four broad pages.

There are numerous other ways of imposing the twenty-four page form, but as they are seldom used it will hardly be necessary to show diagrams. The form may be made up as two vertical twelves, one to insert in the other; two lateral twelves, one to insert in the other; a long eight and a long sixteen; or three vertical eights.

A form of twenty-four deep pages would be made up as shown in Fig. 49.

Fig. 50 shows the imposition for a form of twenty-four broad pages.

## Thirty-two-page Forms.

The imposition ordinarily used for the thirty-two-page form for hand folding is shown in Fig. 51. This form may be imposed in several different ways. Transpositions may be

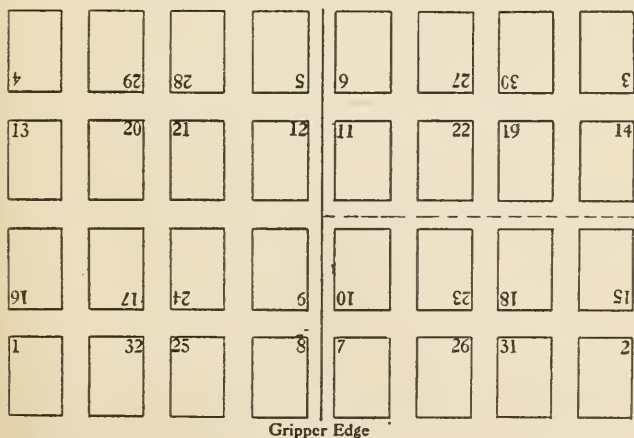


FIG. 51.— Ordinary imposition for thirty-two-page form.

made of the two halves either vertically or laterally, or it may be imposed from the inside by turning the sections toward the center — either in sections of four or eight pages. These latter schemes will be found under the imposition for folding machines.

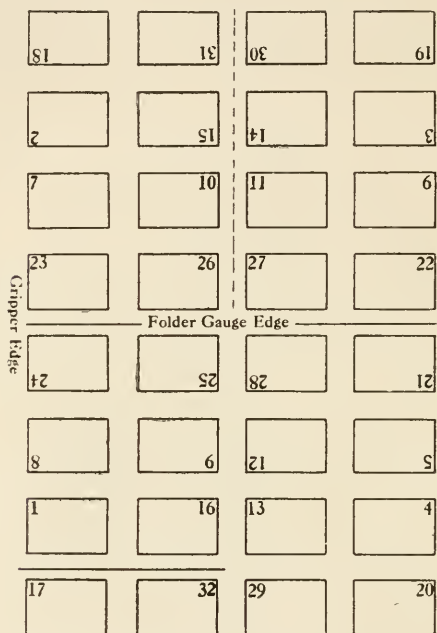


FIG. 52.— Form of thirty-two broad pages.

In Fig. 52 is shown a form of thirty-two broad pages. It is composed of two sixteen-page signatures and is made up in the same order as the ordinary sixteen-page form, pages 1 and 17 taking the place of page 1, pages 2 and 18 taking

the place of page 2, etc. When the sheet is given three folds, the same as the ordinary sixteen, the two signatures may be cut apart on the heavy line between pages 1 and 17 and gathered. A reference to the accompanying diagram (Fig. 53), which shows a folded sheet printed from this form,

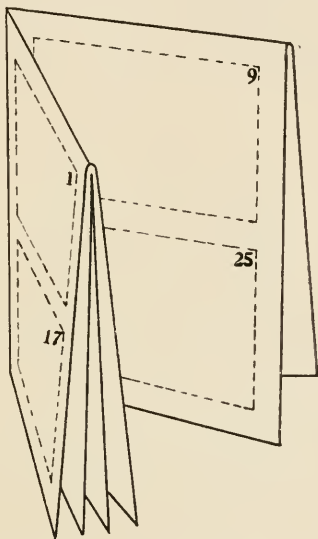


FIG. 53.—Sheet printed from a form of thirty-two broad pages composed of two sixteen-page signatures. To be folded as an ordinary sixteen and cut after folding.

will make this more clear and demonstrate the usefulness of this imposition. This form may be made up to insert by imposing it so that one of the sixteens would contain pages 1 to 8 and 25 to 33, and the other sixteen contain pages 9 to 24, inclusive.

## Thirty-six-page Forms.

Fig. 54 shows the plan of imposition for a form of thirty-six pages to be folded in one section. The thirty-six-page form may also be made up as a twelve and a twenty-four to be inserted and saddle-stitched, or as three twelves to be side-stitched. These forms are shown under the forms for folding machines.

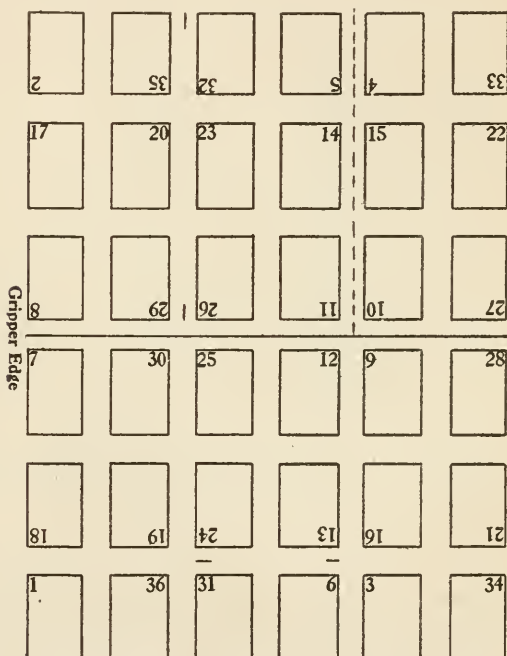


FIG. 54.— Thirty-six-page form to be folded in one section.

Neither the forty, forty-eight nor sixty-four-page forms for hand folding are shown here, as they are not ordinarily practicable.

The forty-page form may be made up of two sixteens and an eight, a thirty-two and an eight, or a sixteen and a twenty-four. The latter will be found under the forms for machine folding.

The forty-eight-page forms are usually made up of double twenty-fours. These will also be found under the head of imposition for folding machines.

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### Points to Remember.

Many printers find trouble in verifying the imposition of a form of pages of unequal sizes. What is probably the easiest manner in which to do this is shown in Fig. 55. In this case we will suppose that the type is to be centered on the paper, which is to be trimmed to  $4\frac{1}{2}$  by 6 inches. To ascertain whether or not the margins are properly arranged we will take the press proof of the form and first find, by lining up as shown by the dotted line between pages 2 and 3, whether these pages are properly placed. It is not necessary to start from these particular pages — 1 and 4 would do fully as well. Neither is it necessary for these pages to be of equal width, as long as the narrow one is centered on the wider one. We then center the type pages 2 and 3 on  $4\frac{1}{2}$  inches, drawing the lines at the sides of these pages as shown in the diagram. Another line,  $4\frac{1}{2}$  inches to the right of the line between pages 2 and 7, gives us the margin of the page as it is to be trimmed. If a certain amount of extra margin has been put between pages 7 and 8 for trim — say three picas — we measure that distance to the next line,  $4\frac{1}{2}$  inches to the next, and finally  $4\frac{1}{2}$  inches to the last line, which completes the margins the long way of the sheet. In case the amount allowed for trim is not known it would

be necessary to line up pages 1 and 4 also and work from that side toward the trim in the center. The margins the other way of the sheet are determined in the same manner, lining up two pages, in this case pages 3 and 4, centering them on 6 inches, adding the amount allowed for trim and

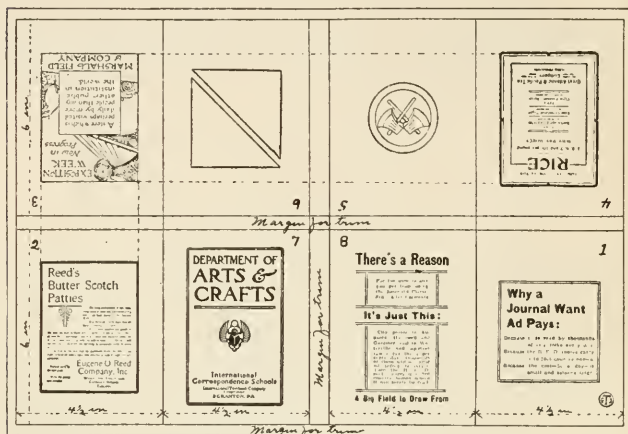


FIG. 55.—Showing method of lining up press-proof to verify margins and ascertain whether pages are straight on paper.

then measuring 6 inches for the lower row of pages. Where a form is lined up in this manner it not only shows whether or not the pages have the correct margins but it enables one to at once ascertain whether or not any of the pages must be twisted, and if so to what extent, the lines drawn on the sheet acting as reliable guides in determining whether the pages are crooked.

A simple method of lining up the pages in a form is shown in Fig. 56. We first ascertain by measurement, as shown by the dotted lines in the diagram, that the end pages



in the row next to the crossbar are of equal size. Then a straight-edge placed across the heads of the pages in this row will at once reveal any pages which are too long or too short. If the inner row of pages is in line, and the same amount of spacing has been placed between all the heads, the outer row will necessarily register at the top. The inner row of pages on the opposite side of the crossbar should be lined up in the same manner.

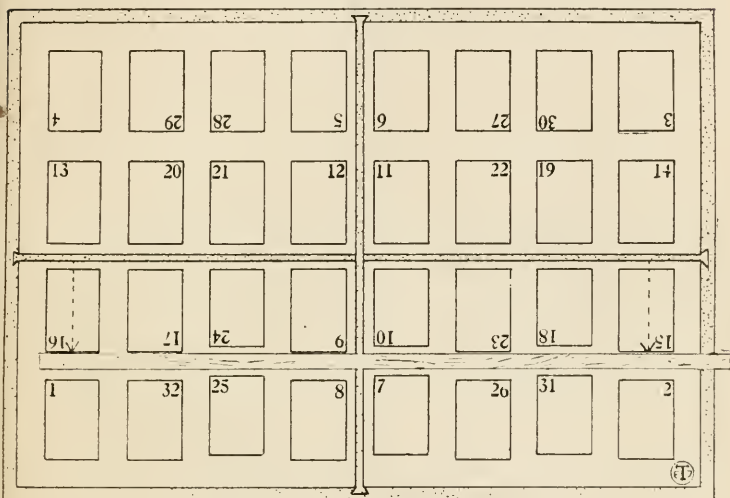


FIG. 56.—Method of lining up pages in a form.



## Imposition for Folding Machines.

---

While it is obviously impossible, in a work of this kind, to attempt to catalogue all the different schemes of imposition for the various folding machines, those most commonly used are shown herewith. They embrace all of the ordinary forms for machine folding and serve to show the difference between the hand and machine folds. It would be a waste of time and energy for a man to try to memorize all of the different forms for all of the different folding machines, but when the principle underlying this work — that of the transposition or turning around of the sections in a form to meet the various requirements — is once learned, the rest becomes comparatively easy. If you are required to lock up forms for folding machines with which you are unfamiliar the information may be easily secured by having the binder run a sheet through the machine and mark the first page. When one has thoroughly mastered the principle of the transposition of the sections, the position of the first page will give him the necessary information.

In order to simplify matters we will consider the various forms for the different folding machines in separate groups for each make of machine.

---

### Forms for Dexter Folders.

---

Before taking up the imposition for the folders made by this company a few words concerning the mechanical automatic pointing attachment with which its machines are equipped will not be amiss. In the diagrams herewith A represents the cutters or slitters for this attachment. They are made of hardened steel and attached to a base set into

the form. These cutters work against a soft brass plate fastened to the cylinder of the press. They are adjustable to bring proper pressure against this brass plate and can be removed without unlocking the form. The slits are made at the same time the impression is taken, consequently are uniform with the print, and as the slit controls the process of registering the work is accurately done independent of uneven margins. As the sheet is fed into the folding machine, tongues on the pointing device engage the slit and hold the sheet in register for the first fold. The cutters should be locked in the margin each about  $7\frac{1}{2}$  inches from the first fold. Pieces of steel cutting rule of the proper length may be used. \*

While the Dexter Folder Company manufactures a great variety of machines for special purposes, there are four of their folders which may be classed as "standard" or more commonly used. Of these, we shall first consider the

### Single Marginal Book Folders.

The imposition for this machine is what is commonly known as "book imposition."

The imposition for the eight-page form to be folded on this

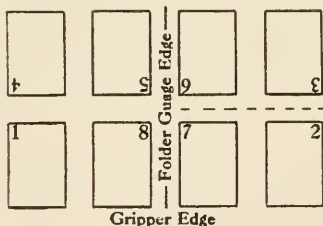


FIG. 57.— Eight-page form for Dexter Single Marginal Book Folder.

\* In these diagrams the slitters are shown in the inside section. While they will work satisfactorily when placed in the outside section, as is customary in some places, the fact that the sheet is pointed from the top suggests that the cut be made from the side that is to be up when the sheet is pointed.

machine is shown in Fig 57. The folder gauge edge and the folder gripper edge are shown, as well as the positions for the slitters, when it is necessary to use them. As will be

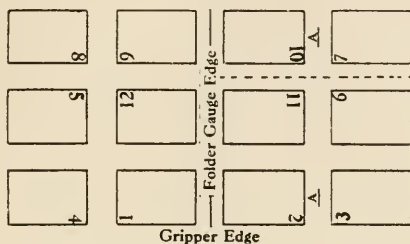


FIG. 58.— Twelve-page form for Dexter Single Marginal Book Folder.

readily seen, the printing-press gripper edge becomes the folder gripper edge and the edge where the sheet is cut in two after printing, necessarily the most true, becomes the folder gauge edge.

In Fig. 58 we have the imposition for the twelve-page

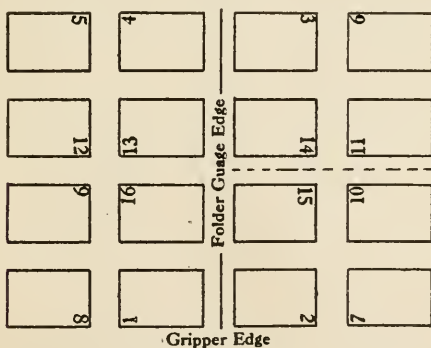


FIG. 59.— Sixteen page form for Dexter Single Marginal Book Folder.

form. This gives, from the nature of its fold, a side-stitched signature.

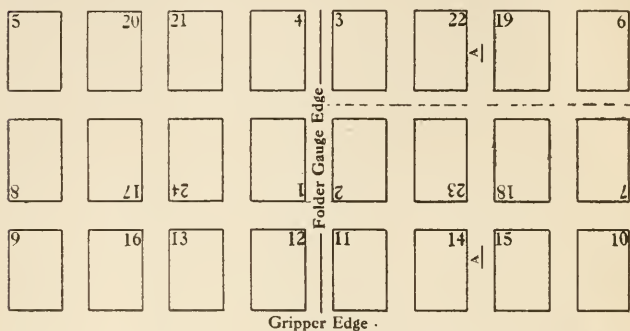


FIG. 60.—Twenty-four page form for Dexter Single Marginal Book Folder.

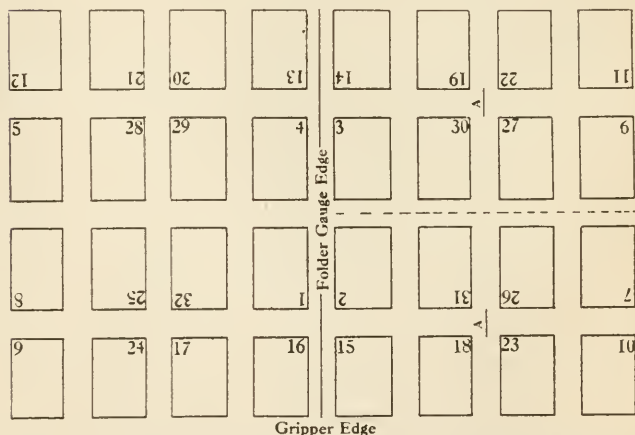


FIG. 61.—Thirty-two-page form for Dexter Single Marginal Book Folder.

Fig. 59 shows the imposition for the sixteen-page form. This is simply a transposition of the upper and lower halves of the common sixteen-page form. The result after cutting

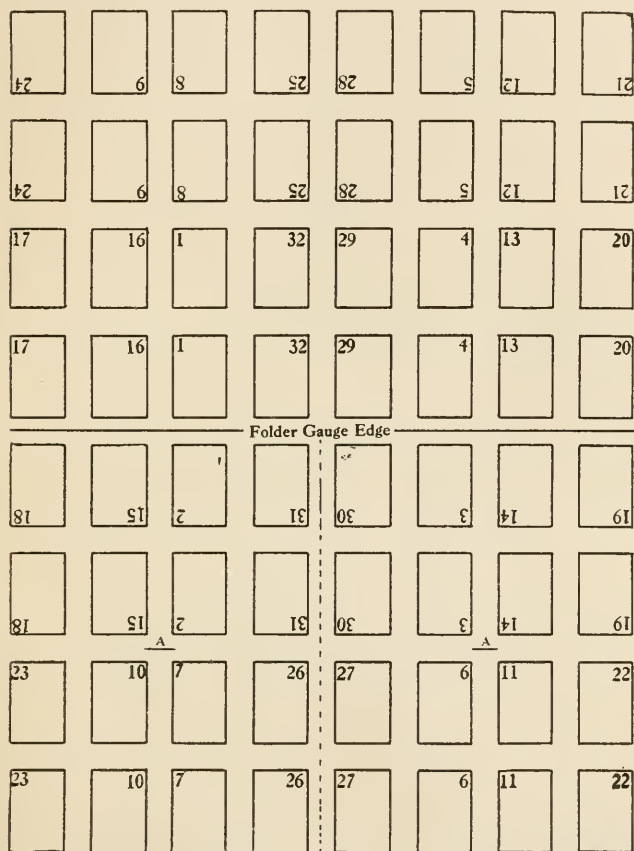


FIG. 62.—Thirty-two pages, two-on, for Dexter Single Marginal Book Folder.

through the center is the same as from the common imposition, except that the low folios come at the cut or true edge.

Fig. 60 shows the imposition for the twenty-four-page form.

Fig. 61 shows the imposition for the thirty-two-page form. The only difference between this and the common thirty-two shown in Fig. 51 is that each of the eight-page sections is turned toward the center.

Fig. 62 represents the imposition for a form of thirty-two pages, two-on.

### Dexter Newspaper and Periodical Folder.

The imposition for the forms to be folded on this machine is what is commonly called "newspaper" imposition.

The eight-page form is imposed as shown in Fig. 57.

Fig. 63 shows the imposition for the twelve-page form for this machine.

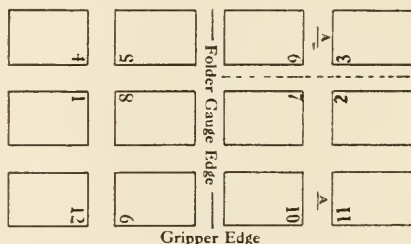


FIG. 63.—Twelve-page form for Dexter Newspaper and Periodical Folder.

In Fig. 64 we have the "newspaper" sixteen-page form. This form is a transposition of the two vertical eight-page sections of the common sixteen. The difference between the folded sheet produced by this imposition and that of the "book" or common imposition, is shown in Fig. 65.

Fig. 66 shows the imposition for the twenty-four-page form.



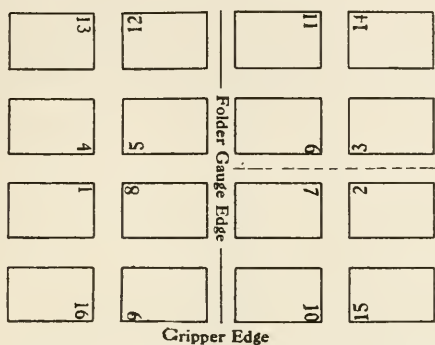
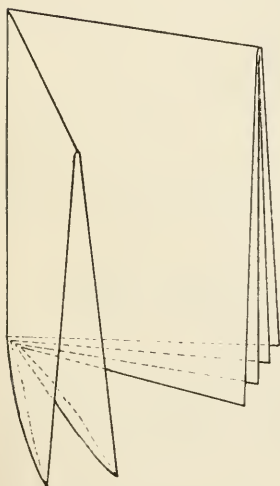
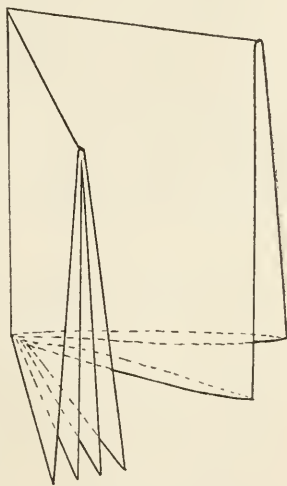


FIG. 64.—Sixteen-page form for Dexter Newspaper and Periodical Folder.



Showing fold of a sixteen-page form imposed from inside.



Showing fold of a sixteen-page form imposed from outside.

FIG. 65.—Showing difference between sixteen-page form imposed from inside and outside.

The thirty-two-page form is shown in Fig. 67. The difference between this form and the common thirty-two is that each section of four pages is turned toward the center.

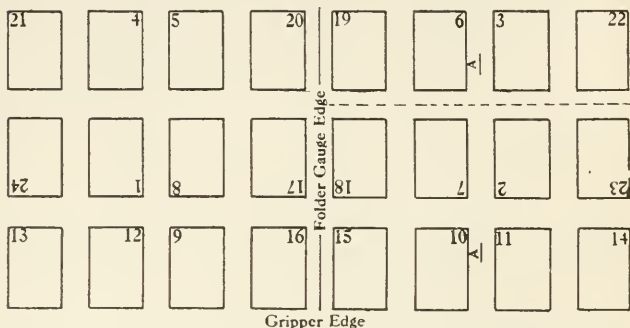


FIG. 66.—Twenty-four-page form for Dexter Newspaper and Periodical Folder.

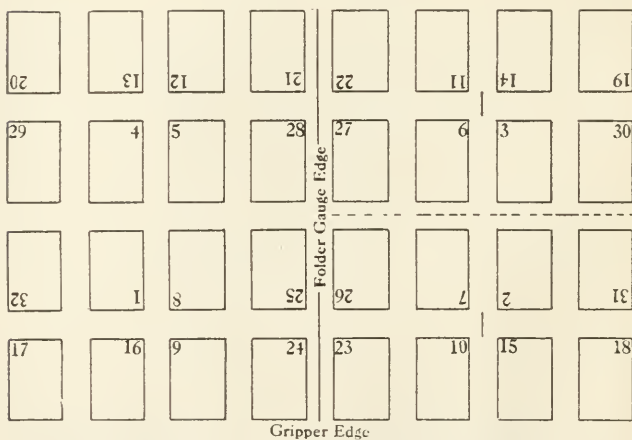


FIG. 67.—Thirty-two-page form for Dexter Newspaper and Periodical Folder.

Fig. 68 shows the imposition for a form of parallel sixteens, two-on.

Fig. 69 shows a form of parallel twenty-fours, two-on.

In Fig. 70 we have the imposition for a form of parallel thirty-twos, two-on.

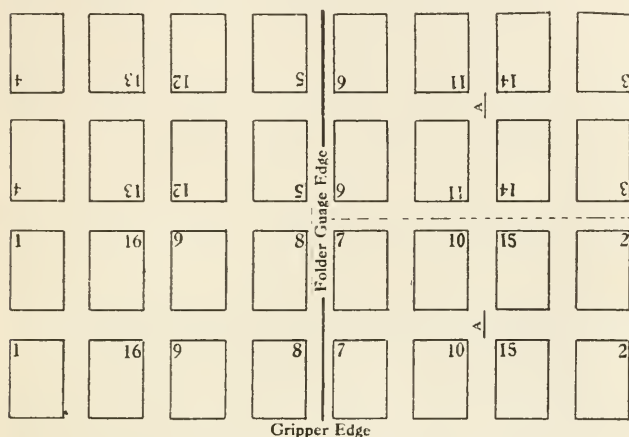


FIG. 68.—Form of parallel sixteens, two-on, for Dexter Newspaper and Periodical Folder.

### Dexter Double Sixteen and Double Thirty-two Book Folder.

Fig. 71 shows the imposition for a form of two continuous sixteen-page signatures. This form is very frequently used, both work-and-turn and sheetwise. As will be readily seen, it consists of simply two long sixteen-page forms, and when worked sheetwise it is equivalent to working the outside sections of two sixteens and backing up with the inside sections. As will be seen in the diagram, the sheet is cut in two after the first fold is made and delivered by the machine in two signatures.

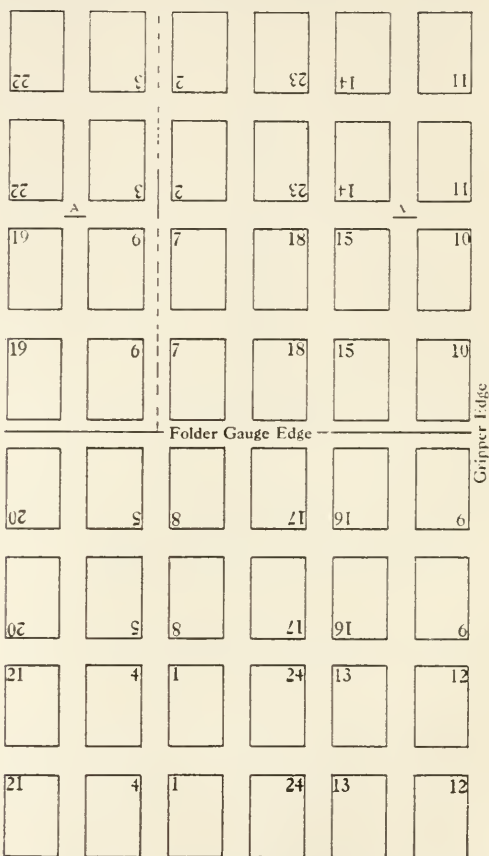


FIG. 69.—Form of parallel twenty-fours, two-on, for Dexter Newspaper and Periodical Folder.

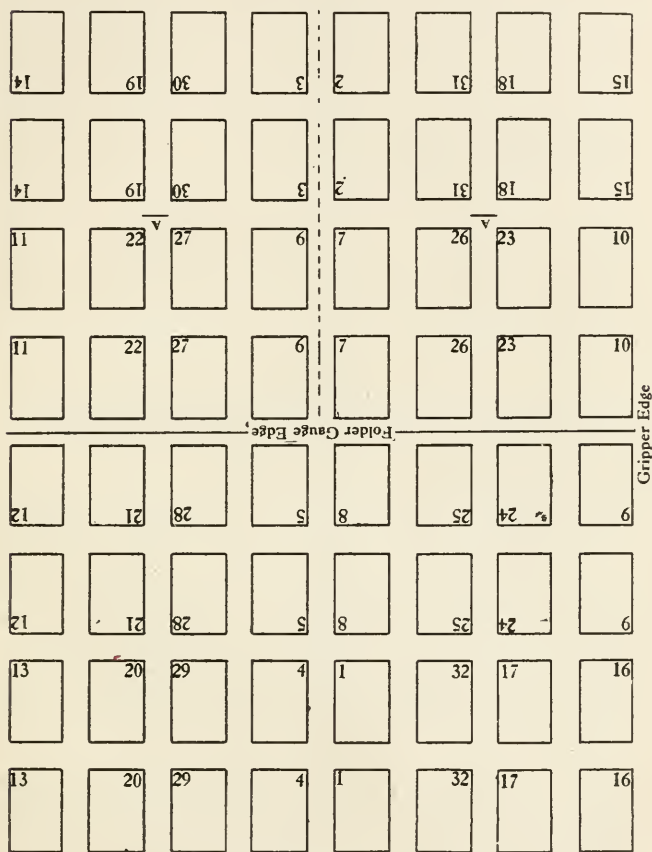


FIG. 70.—Form of parallel thirty-twos, two-on, for Dexter Newspaper and Periodical Folder.

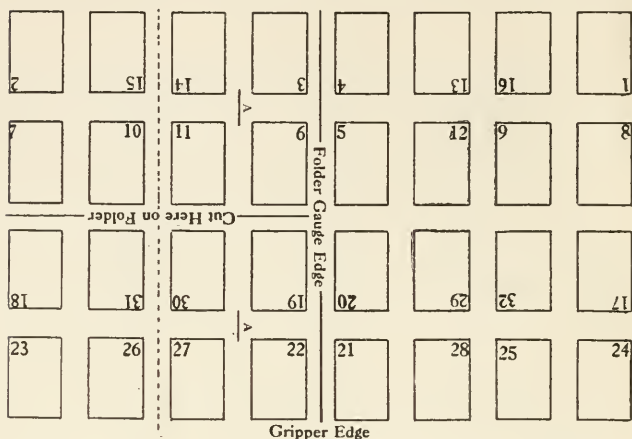


FIG. 71.—Form of two continuous sixteen-page signatures, for Dexter Double-Sixteen and Double Thirty-two Book Folder. Also for Chambers and Brown machines.

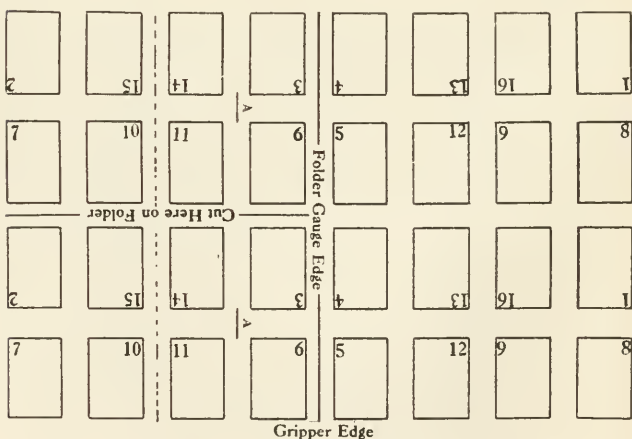


FIG. 72.—Form of duplicate sixteen-page signatures for Dexter Double Sixteen and Double Thirty-two Book Folder. Also for Chambers and Brown machines.

Fig. 72 shows the imposition for a form of duplicate sixteen-page signatures. This is also composed of two long sixteens, the duplicate sixteen displacing pages 17 to 32 as shown in Fig. 71.

Fig. 73 shows the imposition for a form of thirty-two pages made up of continuous double sixteens inserted. This is also two long sixteens, the lower sixteen containing the first eight and the last eight pages of the thirty-two, and the

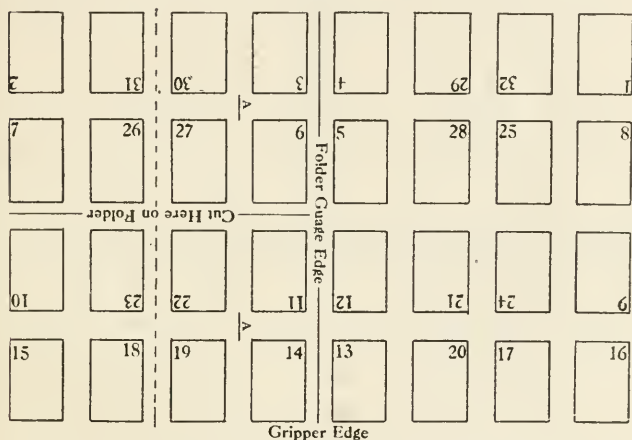


FIG. 73.—Form of two continuous sixteens to insert. For Dexter Double Sixteen and Double Thirty-two Book Folder. Also for Chambers and Brown Machines.

upper sixteen being the middle sixteen, or pages 9 to 24. This is folded as separated sixteens, the same as the two preceding forms, and then inserted automatically.

Fig. 74 shows the imposition for a form of sixty-four pages made up of two continuous thirty-two page signatures.

Fig. 75 shows a form of sixty-four pages made up of duplicate thirty-two-page signatures.

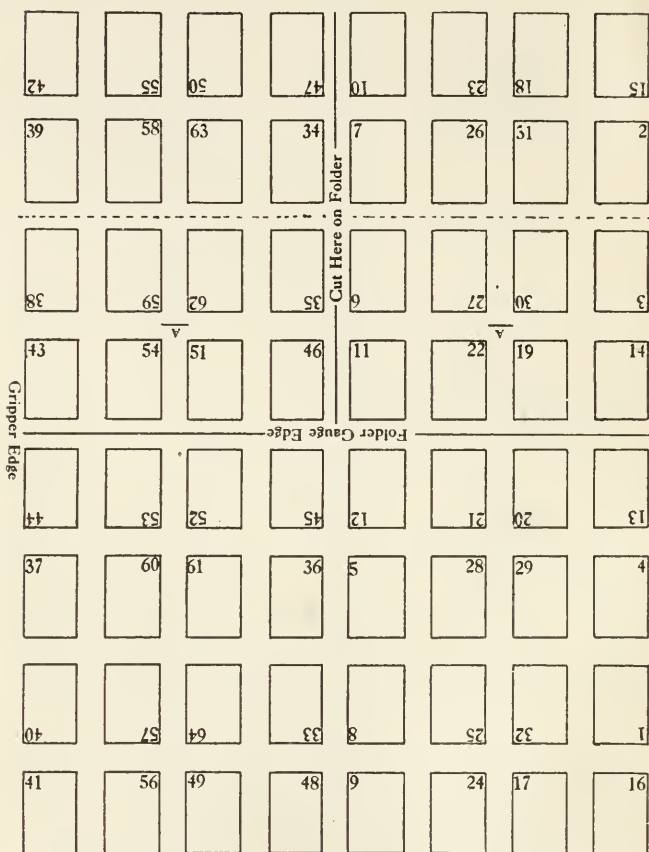


FIG. 74.—Form of two continuous thirty-two-page signatures. For Dexter Double Sixteen and Double Thirty-two Book Folder.



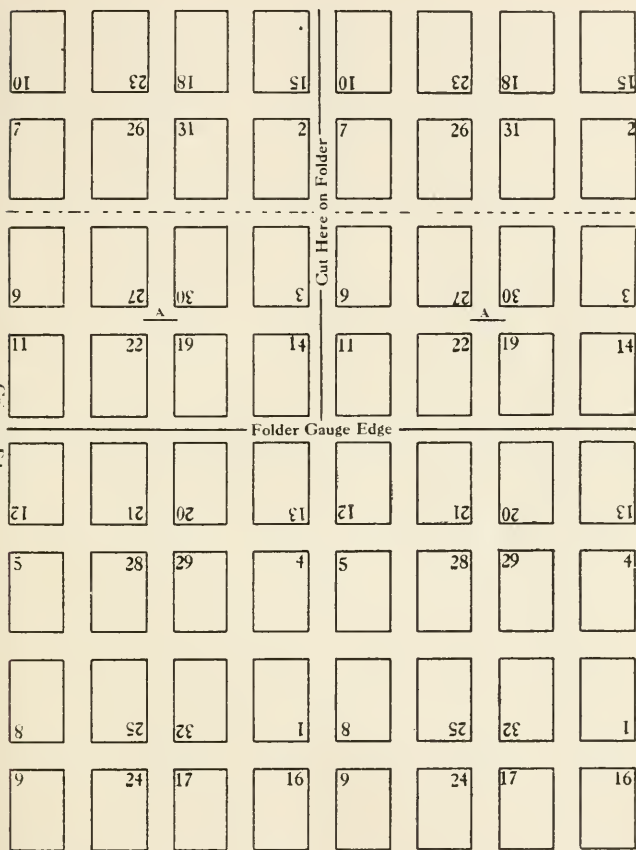


FIG. 75.—Form of duplicate thirty-twos. Dexter Double Sixteen and Double Thirty-two Book Folder.

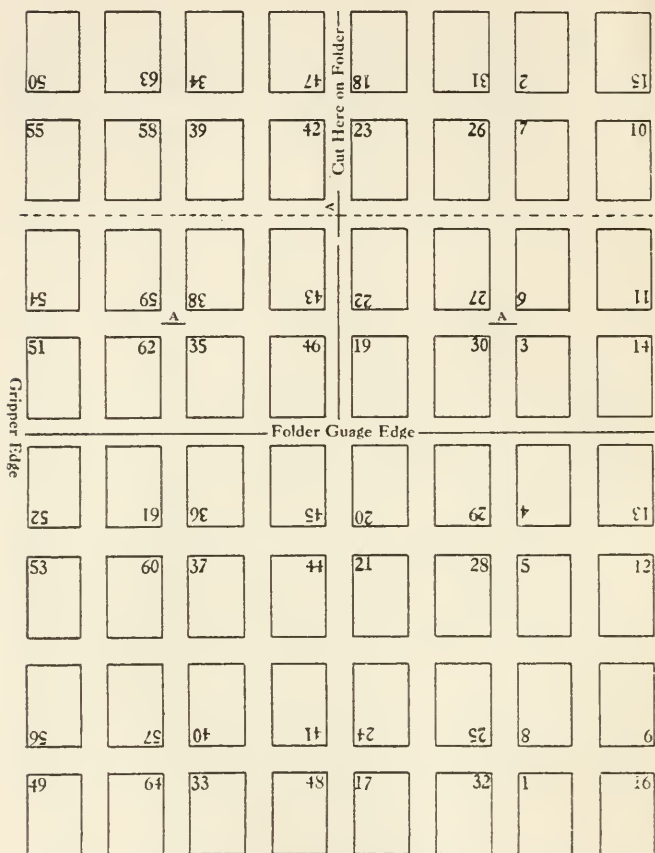


FIG. 76.—Form of four continuous sixteens. Dexter Quadruple Sixteen and Double Thirty-two Book Folder.

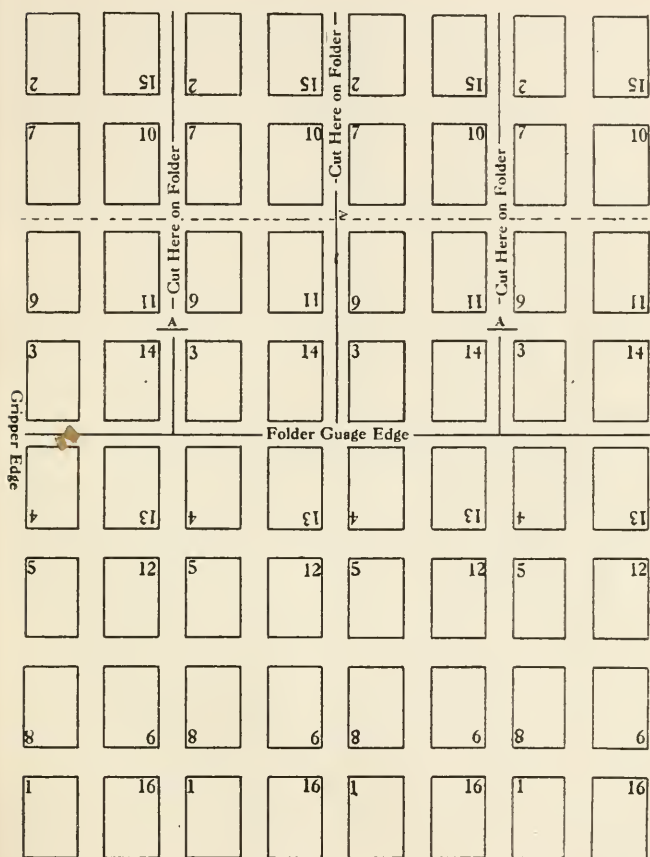


FIG. 77.—Form of four duplicate sixteens. Dexter Quadruple Sixteen and Double Thirty-two Book Folder.

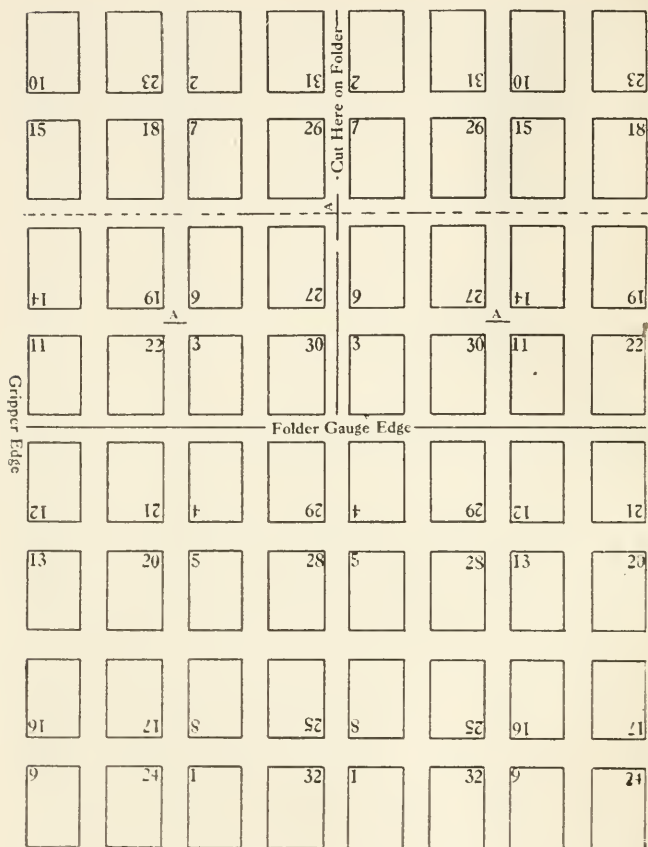


FIG. 78.—Form of duplicate thirty-twos. Dexter Quadruple Sixteen and Double Thirty-two Book Folder.

24	33	42	51	2	10	1	32
47	50	39	58	7	29	15	18
Cut Here on Folder							
44	19	38	63	9	17	14	61
43	54	35	62	3	39	11	22
Folder Gauge Edge							
44	33	42	19	7	29	12	31
45	52	37	60	8	27	13	20
48	65	46	18	6	32	16	17
41	56	36	64	1	30	9	24

FIG. 79.—Form of continuous thirty-twos. Dexter Quadruple Sixteen and Double Thirty-two Book Folder.

### **Dexter Quadruple Sixteen and Double Thirty-two Book Folder.**

In Fig. 76 we have the imposition for a form of sixty-four pages made up of four continuous sixteens.

Fig. 77 shows a form of sixty-four pages made up of four duplicate sixteens.

Fig. 78 is the imposition for a form of sixty-four pages made up of duplicate thirty-twos.

Fig. 79 shows a sixty-four-page form composed of two continuous thirty-twos.

---

### **Forms for Chambers Folders.**

---

#### **Chambers New Drop-Roll Jobber No. 440.**

The imposition for the eight-page form to be folded on this machine is shown in Fig. 80. This form is different from the eight-page form previously shown in that it is made up from the "inside" in order to accommodate the gauge edge on the folder. A transposition of the two halves of the common eight-page form is all that is necessary to make this change.

The sixteen-page form for this machine is imposed in the manner shown in Fig. 35 — the ordinary sixteen-page form.

Fig. 81 shows the imposition for the thirty-two-page form for this machine.

Fig. 82 shows the imposition for sixteen pages, two-on.

Fig. 83 shows the imposition for thirty-two pages, two-on.

### Chambers Double Sixteen Folding Machine.

Figs. 71, 72 and 73 show forms of two continuous sixteens, duplicate sixteens and two sixteens to insert, for this machine.

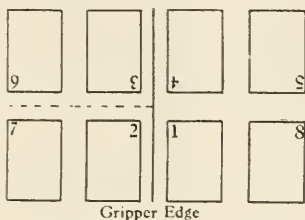


FIG. 80.— Eight-page form to be folded on Chambers Jobber No. 440.

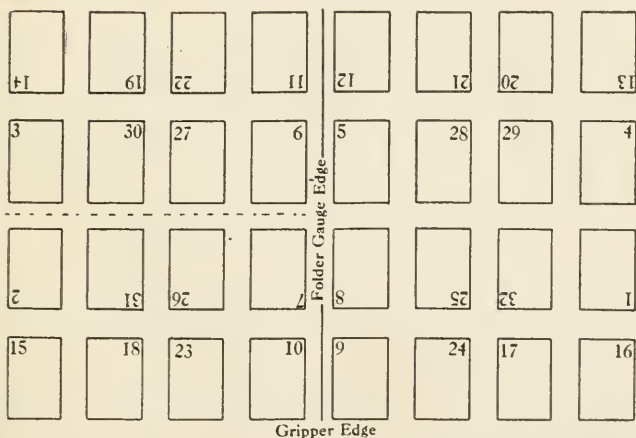


FIG. 81.— Thirty-two-page form for Chambers Drop-roller Jobber No. 440.

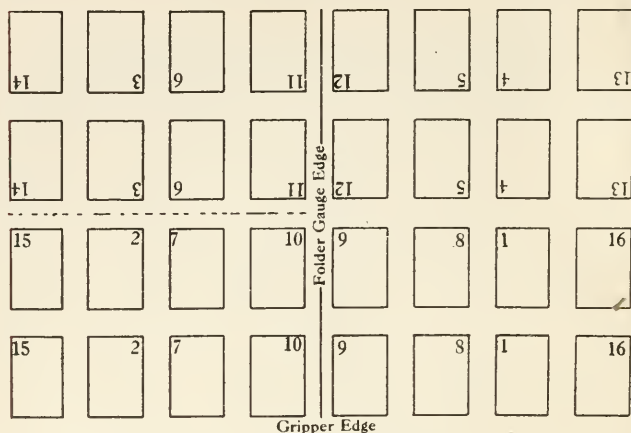


FIG. 82.— Sixteen pages, two-on, for Chambers Drop-roller Jobber No 440.

### Chambers Quadruple Sixteen Folding Machine.

In Fig. 84 is shown the imposition for a form to be delivered as four separate sixteen-page signatures by this machine.

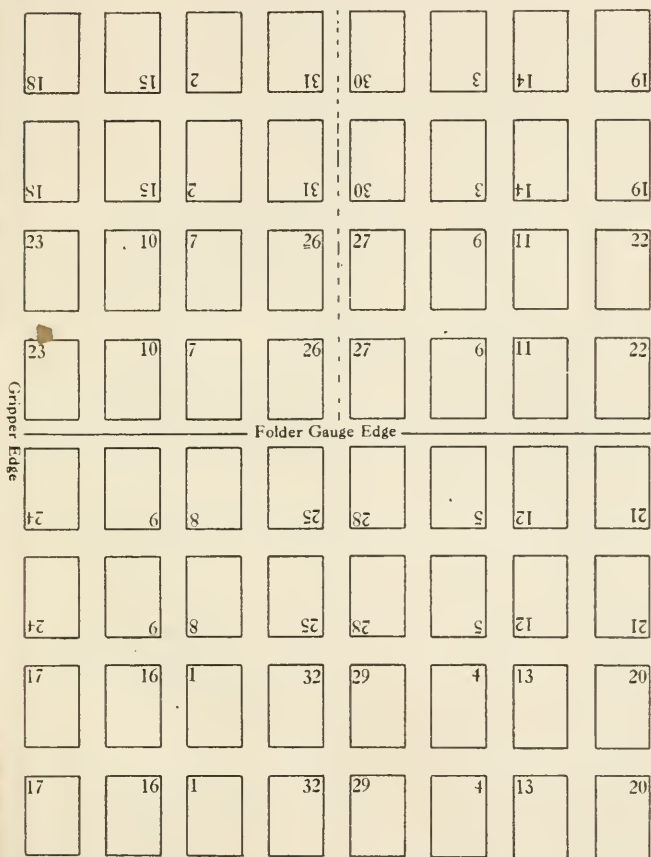
### Brown Folding Machines.

Figs. 71, 72 and 73 show form of two continuous sixteens and two sixteens to be inserted, for the double sixteen book folder made by this firm.

The New Model Jobber requires what is known as “news-paper” imposition. Figs. 57, 64, 66 and 67 show the imposition for the eight, sixteen, twenty-four and thirty-two-page forms for this machine.

The imposition for the balance of the machines manufactured by this firm is regular hand fold or what we have spoken of as ordinary forms.





Gripper Edge	2	15	18	31	34	47	50	63
	7	10	23	26	39	42	55	58
	6	11	22	27	38	43	54	59
	3	14	19	30	35	46	51	62
	4	13	20	29	36	45	52	61
	5	12	17	28	37	44	53	60
	8	9	24	25	40	41	56	57
	1	16	21	32	33	48	49	64
Folder Gauge Edge								
Cut Here on Folder			Cut Here on Folder			Cut Here on Folder		

FIG. 84.—Sixty-four pages to be delivered as four separate sixteens by Chambers Quadruple Sixteen Folding Machine.

# Index.

---

## A

	Page
Ascertaining pages for inside and outside sections .	18

## B

Bearers, for electrotyping . . . . .	28
Bearers, for rollers on platen press . . . . .	2
Blocks, use of, in preference to furniture . . . . .	6
Booklets, position of pages in . . . . .	20
Brown Folding Machines . . . . .	70

## C

Center of page, method of finding . . . . .	8
Chambers Folding Machines . . . . .	68
Color forms, locking up . . . . .	21
Cover forms . . . . .	12
Crossbar . . . . .	28
Cuts running lengthwise of page . . . . .	19

## D

Dexter Folding Machines . . . . .	49
-----------------------------------	----

## E

Eighteen-page forms . . . . .	36
Eight-page forms . . . . .	14
Electrotyped forms . . . . .	28
Envelope corner card, locking up . . . . .	1

## F

Folder Forms . . . . .	23
Folding machines, imposition for . . . . .	49
Forty-eight-page form . . . . .	45
Forty-page form . . . . .	45
Foundry forms . . . . .	28
Four-page forms . . . . .	8
Furniture, use of few pieces of . . . . .	3

## Index—Continued.

### G

	Page
Gripper edge . . . . .	13
Gripper edge, low folio next to . . . . .	19
Gripper margin . . . . .	13

### I

Imposition "from the inside" . . . . .	17
Inserts . . . . .	27
Inside section, ascertaining pages for . . . . .	18

### L

Lettering on back of cover . . . . .	13
Locking up each page individually . . . . .	33

### M

Margin, additional in cover forms . . . . .	13
Margin at gripper edge where no cross bar is used . . . . .	13
Margin for trim . . . . .	14
Margin, proper distribution of . . . . .	20
Margins, form of unequal . . . . .	33
Margins where pages are of equal size . . . . .	8
Margins where pages are of unequal size . . . . .	8

### O

Octavo . . . . .	28
Outside section, ascertaining pages for . . . . .	18

### P

Patent blocks . . . . .	28
Platen press, forms for . . . . .	1
Position 5f pages . . . . .	20
Press proof, lining up . . . . .	45

### Q

Quoins, improper placing of . . . . .	2
Quoins, inner wedge pointing to solid corner of form . . . . .	6
Quoins, position of for cylinder press . . . . .	2
Quoins, position of for platen press . . . . .	2
Quoins, proper placing . . . . .	3
Quoins, proper pressure . . . . .	3
Quoins, to prevent slipping of . . . . .	23

## Index—Continued.

### R

	Page
Registering pages in a form . . . . .	46
Reglet, use of . . . . .	6
Rules as guides for folding . . . . .	13

### S

Saddle-stitched books . . . . .	12
Sectional furniture, metal . . . . .	28
Sections, inside and outside . . . . .	8
Sheetwise . . . . .	18
Side-stitched books . . . . .	12
Sixteen-page forms . . . . .	30
Sizes of book paper . . . . .	28
Slitters for folding machines . . . . .	50
Squaring up forms . . . . .	13

### T

Tabular matter running lengthwise of page . . . . .	19
Thirty-six-page forms . . . . .	44
Thirty-two-page forms . . . . .	41
Trim margin . . . . .	14
Tumble forms . . . . .	11
Twelve-page forms . . . . .	26
Twenty-four-page forms . . . . .	39
Twenty-page forms . . . . .	38
Two-page form . . . . .	6

### U

Unequal margins . . . . .	33
---------------------------	----

### W

Work-and-turn forms . . . . .	11
-------------------------------	----

## Technical Books.

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Below are given the titles and prices of technical books carried in stock. Pamphlet giving table of contents of each mailed on request:

### BOOKBINDING.

Bookbinding and the Care of Books, \$1.35.  
Bookbinding for Amateurs, \$1.10.  
The Building of a Book, \$2.20.

### COMPOSING-ROOM.

Concerning Type, 50 cents.  
Correct Composition, \$2.10.  
Impressions of Modern Type-designs, 25 cents.  
Modern Book Composition, \$2.10.  
Plain Printing Types, \$2.10.  
The Practical Printer, \$1.  
Printing, \$2.35.  
Printing and Writing Materials, \$1.60.  
Specimen Books:  
    Bill-heads, 25 cents.  
    Letter-heads, 50 cents.  
    Professional Cards and Tickets, 25 cents.  
    Programs and Menus, 50 cents.  
The Stoneman, \$1.  
Title-pages, \$2.10.  
Twentieth Century Cover-designs, \$5.  
Vest-pocket Manual of Printing, 50 cents.

### DRAWING AND ILLUSTRATION.

Drawing for Printers, \$2.  
Lettering for Printers and Designers, \$1.  
The Principles of Design, \$3.

## Technical Books—Continued.

### ELECTROTYPING AND STEREOTYPING.

Partridge's Reference Handbook of Electrotyping and Stereotyping, \$2.

### ESTIMATING AND ACCOUNTING.

A Money-making System for the Employing Printer, \$1.  
Campsie's Pocket Estimate Book, 75 cents.

Challen's Labor-saving Records: Advertising, Subscription, Job Printer's; \$1 and up.

Cost of Printing, \$1.50.

Employing Printers' Price List, \$1.25.

Ramaley's Estimate Book, \$1.25.

Hints for Young Printers under Eighty, 50 cents.

Nichol's Perfect Order and Record Book, \$3.

Order Book and Record of Cost, \$3.

Printer's Account Book, \$3.50 and \$5.

Starting a Printing-office, \$1.60.

### MACHINE COMPOSITION.

Correct Keyboard Fingering, 25 cents.

Facsimile Linotype Keyboards, 25 cents.

Facsimile Simplex Keyboards, 15 cents.

History of Composing Machines, cloth, \$2; flexible leather, \$3.

Thaler Linotype Keyboards, \$4.

The Mechanism of the Linotype, \$2.

### MISCELLANEOUS.

The Graphic Arts and Crafts Year-book, \$5.

Practical Papermaking, \$2.60.

Printers' Handbook of Trade Recipes, \$2.60.

### NEWSPAPER WORK.

Establishing a Newspaper, 50 cents.

Gaining a Circulation, 50 cents.

Practical Journalism, \$1.35.

## Technical Books—Continued.

### PRESSWORK.

- A Concise Manual of Platen Presswork, 25 cents.
- The Harmonizer, \$3.50.
- Tympan Gauge Square, 25 cents.
- Overlay Knife, 25 cents.
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- Presswork, \$1.50.
- Stewart's Embossing Board, 80 cents a dozen.

### PROCESS ENGRAVING.

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### PROOFREADING.

- Bigelow's Handbook of Punctuation, 55 cents.
- Culinary French, 35 cents.
- English Compound Words and Phrases, \$2.60.
- Pens and Types, \$1.35.
- Proofreading and Punctuation, \$1.10.
- Punctuation, \$1.10.
- Stylebook of the Chicago Society of Proofreaders, 30 cents.
- Typographic Stylebook, 50 cents.
- Wilson's Treatise on Punctuation, \$1.10.

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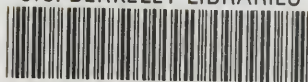
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